

**City of White House
Meeting Minutes of the
Municipal/Regional Planning Commission
Monday, August 9, 2010**

Call to Order: 7:00 pm

Roll Call: Paula Eller, Amanda Brinkley, Scott Wiggins, Michael Baxter, Bob Dorris, Clif Hutson

Staff: Addam McCormick, Ron Bailey, David Amonette, City Attorney, and Angie Carrier, City Administrator

Absent: Mike Arnold

Approval of Prior Minutes dated: July 12, 2010. Motion to approve by Amanda Brinkley, seconded by Bob Dorris. Motion passed unanimously.

Approval of Agendas: (Both Consent & Regular Agenda) Motion was made to approve by Amanda Brinkley, seconded by Bob Dorris. Motion passed unanimously.

Chairperson Eller stated that Item # 4 has been deleted per the land owner's request. Chairperson Eller asked to add an item to discussion items.

CONSENT AGENDA

- Item # 1** **Bridle Creek Subdivision-Phase 4:** Staff requests a (1) One-Year Subdivision Improvement Bond Extension.
- Item # 2** **Sumner Crossings Subdivision-Phase 3:** Staff requests a (60) Sixty-Day Subdivision Improvement Bond Extension.
- Item # 3** **Kensington Green:** Staff requests a (60) Sixty-Day Subdivision Improvement Bond Extension.

AGENDA

DELETED {Item # 4}

Item # 4 **Fredrika Irvin:** Request Recommendation to the Board of Mayor and Aldermen to rezone 4.95 acres from R-20, Low-Density Residential to C-4, Office/Professional Service District. Property is referenced on Robertson County Tax Map 117-D, Group B, Parcel 22.00 and is located at 919 Meadow Lark Drive.

Item # 5 **Staff:** Requests Approval for Planning Commission By-Laws and Procedures.

Staff explained the new State Law for Planning Commission's to have By-Laws and Procedures. Staff and Commission discussed that they would like for the majority of the membership of the Planning Commission to constitute a quorum so as not to delay contractors, developers, etc. that are working on a development time line. Staff and Commission discussed amendment to Roberts Rules of Order regarding having discussion prior to public hearings.

Discussion Items:

1. Brookside Townhouse Development on Wilkinson Lane: Staff stated that the first phase of this development has 100% unit construction with 14 units completed. Staff stated that the developers have completed items, but drainage, landscaping, and street lighting items remain. Staff stated that he has received calls from residents that live in the development that they would like to have improvements completed. Staff stated that the subdivision bond expires in January 2011. Staff stated that some of the items have been completed. Staff stated due to the amount and types of items remaining, he recommended the Commission approve for staff to pull subdivision bonds to complete items if the improvements are not completed within (60) sixty days of a final notice. Staff and Commission had discussion on completion of items that should be completed in 60 days. Staff stated the subdivision bond amount is \$24,100.00.
2. New State of Tennessee Floodplain Ordinance: Staff has the State has an updated floodplain ordinance. Staff stated the State's Ordinance is based on FEMA requirements. Staff stated the new ordinance is available and the amended ordinance is for better understanding of the regulations for improved enforcement. Staff stated the City contains only limited building construction in the flood plain. Staff stated that he would have the new ordinance including a list of changes of the existing ordinance on the Planning Commission Agenda with in the next couple of months. City Administrator, Angie Carrier, discussed process of FEMA inspections on the Greenway and that was damaged due to the flooding in May. Ms. Carrier stated that the City is completing the hazardous mitigation program requirements to qualify for any grant programs. Ms. Carrier stated that the State would send a special utilities inspector to inspect damages to the City's Waste Water Facilities.
3. Subdivision Bond Process: Staff explained that adjacent cities now require an auto-renewal policy on bonds and allow bonds to be extended for 1 to 2 additional years without Planning Commission review and approval. Staff stated the bank has to renew the bonds unless they first notify the City. Staff stated that other cities are also looking at including regulations to prohibit insurance performance bonds and allow only letter of credit bonds from banks. Staff stated a concern with performance bonds is the difficulties for a city to obtain the bonds to complete any remaining improvements. Staff stated the City has only had 2 to 3 performance bonds in the last ten years. Staff stated he is also reviewing local city regulations regarding annual increases in subdivision bond amounts to account for construction cost increases. Staff stated there would have to be an amendment to the Subdivision Regulations to make these types of changes.
4. Music Festival in White House: Chairperson Eller stated that a major music producer has inquired about the City of White House hosting a music festival that would feature Big Band Standards type of music. Chairperson Eller asked if this is something the City would want to consider since the City is requesting grant money for a proposed town center project. Angie Carrier, City Administrator discussed that the City should not be the host for a festival type of event due to insurance liability issues and City restrictions, such as serving of alcohol. Ms. Carrier discussed other cities in the State that have festivals where

a business sponsors it and they obtain a special beer permit and close off city streets for the event with special shuttle service to various parking sites. Staff and Commission had lengthy discussion on music festivals/concerts and the different liabilities and issues that would be involved and that a large type event would cause traffic problems in the City.

Meeting adjourned at 7:43 p.m.

- Paula Eller toured Bells Bend and Beaman Park Centers on August 19, 2010. Ms. Eller obtained three (3) hours continuing education credit for the seminar.

ATTEST:

Addam McCormick, Secretary

Paula Eller, Chairperson
