

**Minutes of the
CITY OF WHITE HOUSE
Meeting of the
Municipal/Regional Planning Commission
Monday, December 13, 2010**

Call to order 7:00 p. m.

Roll call: Amanda Brinkley, Mike Arnold, Clif Hutson, Bob Dorris, Michael Baxter, Scott Wiggins, Paula Eller, Chairperson.
Staff: Addam McCormick, Ron Bailey, Angie Carrier, City Administrator, and David Amonette, City Attorney.

Absent:

Approval of prior minutes dated: Chairperson Eller stated that the minutes would need to be amended to include in Item # 6 regarding Staff and Commission had discussion on creating a new ordinance to address ham and similar towers both public and private that are greater than 25 ft high and less than 100 ft high.

Approval of Agendas: Motion was made to approve by Bob Dorris, seconded by Michael Baxter with noted corrections. Motion passed unanimously.

Common Approval of Consent Agenda: Motion was made to approve all items on the consent agenda by Amanda Brinkley, seconded by Scott Wiggins. Motion passed unanimously.

Individual Review of Agenda Items:

Chairperson Eller stated at the end of the regular agenda items the Commission would discuss procedure in postponing any future Planning Commission Meetings due to inclement weather.

Chairperson Eller stated that Item # 8 on the regular agenda has been deferred at the request of the applicant.

CONSENT AGENDA

- Item # 1** **Magnolia Village-Phase 2:** Staff requests a six (6) month subdivision improvement bond extension.
- Item # 2** **CPB Properties Development:** Requests Business Park Drive and site improvements acceptance with a one (1) year maintenance bond.
- Item # 3** **William Richardson Property/Cole Surveying:** Requests Final Plat Approval for four (4) lots. Property is referenced on Sumner County Tax Map 96, Parcels 3.00 and 3.01. Property is zoned R-20, Low-Density Residential and is located at 748 McCurdy Road.
- Item # 4** **Staff:** Requests approval of the 2011 Planning Commission Schedule.

REGULAR AGENDA

PUBLIC HEARING: {Item # 5}

- Item # 5** **Staff:** Requests Recommendation to the Board of Mayor and Aldermen to approve an updated digital format zoning map.

Staff stated the purpose of having an updated digitized zoning map would be to easily update the map and include the map on the city's web site. Staff stated that the map would reflect the current city limits. Staff explained that the updated zoning map does show a change from the existing zoning map regarding commercial zoning on the rear portion of David's Automotive and the American Legion Building properties on Highway 31-W. Staff stated that the property owners requested the rezoning in writing and the Planning Commission approved extending the commercial zoning to the rear portion of the properties in 2008. Staff stated the rezoning approval was not forwarded to the Board of Mayor and Aldermen for formal approval. Staff stated the flood plains shown on the map are for reference only. Staff stated the official detailed

flood plain maps are available in the Planning/Codes Department and on-line on the FEMA website.

Motion was made to approve by Mike Arnold, seconded by Bob Dorris. Motion passed unanimously.

Item # 6

CPB Properties Development: Developer request removal of the requirement for the installation of turning lanes on Highway 31-W.

Motion was made by Amanda Brinkley to open up this item for discussion.

Staff stated the developer's request is to remove the developer's requirement to install turning lanes on Highway 31-W in front of the property site. Staff stated the developer is not requesting that the turning lane requirement be removed but for the City to work with TDOT to get the turning lanes installed at the time of paving and re-stripping of Hwy 31W. Staff stated in 2005 the Planning Commission the development sketch plat was approved which includes 6 lots along Highway 31-W and 2 larger lots on Business Park Drive. Staff stated one of the larger lots now is the City Fire Hall property. Staff stated originally when this was approved the City discussed and required road way improvements due to the 4-way intersection created with the development. Per the City's Comprehensive Plan, the City's plans on extending Business Park Drive to Union Road which will provide a connection to the future I-65 interchange. Staff stated that originally it was discussed to require the developer to install either a turn lane or deceleration/acceleration lanes. Staff stated the applicant originally requested not to install the turn lanes due to the proposed use of the property. Business Park Drive and the 6 lots are undeveloped that front Highway 31-W and that have access onto 31-W. Staff stated there were some issues with TDOT's original approval of turn lanes. Staff stated the City Engineer recently redesigned the turn lane improvements per TDOT's specs and received approval for the city or the developer to proceed with the improvements. Staff stated the revised plan includes an asphalt overlay of the area and re-stripping the lanes to include turn lanes and taper islands. Staff stated the proposed plan is for TDOT to complete this project during the repaving and re-stripping of Highway 31-W, but the city does not have assurance from TDOT that they would complete this project. Staff stated the time line for TDOT to potentially complete these improvements would be approximately 6 to 8 years. Staff stated TDOT repaved approximately 3 years ago. The Commission discussed possibly deferring this item because there is only the Fire Hall on one of these properties currently and that a turn lane is not warranted at this time. Staff and Commission discussed that if the developer were removed from making future improvements then the city would be responsible. Staff stated the developer extended the \$40,000.00 bond until the end of the year. Staff stated if the Commission approves the request the \$40,000.00 bond would be replaced with the \$13,600.00 one-year maintenance bond for the on-site improvements. The Commission and staff had discussion on if improvements were needed at this time and developer's responsibility to keep bond in place for future improvements. David Amonette, City Attorney asked if Business Park Drive is a public right-of-way. Staff stated yes. Mr. Amonette asked if the other property owners were notified. Staff stated no. The Commission had discussion that the City's Comprehensive Plans includes the extension of Business Park Dr to Union Road. Ron Bailey, City Engineer stated that the City has approximately one week to submit to TDOT the response regarding the redesigned specs for turn lane improvements with the updated bond or the design would be dropped and it would have to be reapplied for again.

Motion was made by Michael Baxter to allow the existing bond to expire rather than to extend it and to revisit this item in the future as needed, seconded by Amanda Brinkley.

Motion passed unanimously.

Item # 7

Brookside Village Development: Developer requests an extension to complete Phase 2 improvements instead of the City obtaining the \$ 24,100.00 site improvement bonds to complete the remaining work.

Staff stated that the first section consists of 14 lots. Staff discussed the remaining improvement items that need to be completed include completing repair and pavement of walking trail, complete two remaining interior sidewalks between units, re-install electrical service to gazebo, complete

decorative street lights on Shore Drive and walking trail, complete drainage culverts in two detention ponds, complete drainage berm along south boundary to better direct storm water run-off, complete street trees and landscaping, and finish items including curb backfilling, landscaping between units, etc. Staff and Commission had discussion on deferring this item until the January meeting to see how many items the developer is able to complete and then evaluating the issue to see if the City would need to obtain the bond. Staff and Commission had discussion on consequences of future bonds with a developer is the City had to obtain the bond to complete work on a project. Staff discussed a possible idea would be to require a higher percentage of improvements required to be completed at time of final subdivision plat recording to 75-80%. The City's Subdivision Regulations allows 100% of the improvements to be bonded at the time of final subdivision plat recording and place limitations of the amount of improvements required at the time of building permit issuance.

Motion was made by Mike Arnold to defer this item until next month, seconded by Bob Dorris. Motion passed unanimously.

{Item # 8 Withdrawn per applicants request prior to meeting}

Item # 8 **White House Crossings Development Property:** Requests a revised SR 76 conceptual access plan for White House Crossings Commercial Subdivision, Lot 3 at the corner of Wilkinson Lane/SR 76.

Discussion Items:

Manual on Uniform Traffic Control Devices (MUTCD):

Ron Bailey, City Engineer had discussion on updated key changes from the 2009 manual on street signage and signalization. The Commission discussed the cost to the City for updating signage.

Sample Subdivision Improvement Bond Calculation:

Staff stated that the purpose of subdivision bonds is to ensure that the improvements referenced on the recorded subdivision plat are completed or bonded. Staff stated that the city engineer calculates a total project cost using the dimensions of the development of construction plans and TDOT standard and City contract material and labor rates. Staff stated that per subdivision regulations requirements, the subdivision bond cannot be reduced below 25% of the total project costs and 6% inflation rate is included over the project costs. Staff and Commission reviewed the letter from Tim Chowning, F & M Bank in White House regarding the bank's process involved with developers obtaining bonds due to the current economic situation. Chairperson Eller discussed a contact with a banking professional that offered to answer any questions or help staff for subdivision bonding issues.

Planning Commission Meeting Cancellation Criteria:

Staff and Commission had discussion on criteria for canceling Planning Commission meetings due to inclement weather. The Commission discussed following the school closing schedule, making the determination the day of the meeting based on the weather, and notifying each Commissioner. Commission and Staff discussed putting notification of cancellations on the public information channel 3, t v station, the city web site and Commissioners would be contacted by phone or email. Staff recommended if the meeting were cancelled to postpone the meeting for one week to allow proper notice. Staff stated that a sign would be put on the doors at City Hall to let the public know if a meeting was cancelled. The Commission decided to review each inclement weather incident on a case by case basis. The Commission discussed the major concern is for the safety of the Commission and Public in the case of bad weather. The Commission doesn't want for the public to risk their safety to attend a public hearing for an agenda item that effects their property. Staff stated if the City facilities are closed due to weather or an emergency, the Commission meeting would also be cancelled. Staff stated the future decision would be made with input from the Planning Commissioners.

Motion was made to adjourn by Amanda Brinkley. Meeting adjourned at 8:26 p.m.

ATTEST:



Paula Eller, Chairperson



Addam McCormick, Secretary