

**Minutes of the  
CITY OF WHITE HOUSE  
Meeting of the  
Municipal/Regional Planning Commission  
Monday, March 14, 2011**

**Call to order** 7:00 p. m.

**Roll call:** Mayor Mike Arnold, Aldermen Clif Hutson, Bob Dorris, Scott Wiggins, Jerry Summers, Paula Eller, Chairperson.

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

**Absent:** Michael Baxter

**Approval of prior minutes:** Motion was made to approve the prior minutes from February 14, 2011 meeting by Bob Dorris, seconded by Jerry Summers. Motion passed unanimously.

**Approval of Agendas:**

**Individual Review of Agenda Items:**

Mayor Arnold stated that Michael Baxter has resigned from the Planning Commission due to obligations involving extensive travel with his new job. Mayor Arnold stated that the City will be accepting applications for the Commissioner position and that he and Chairperson Eller would review applicants. Mayor Arnold stated that the applications would be on the City's web site. Chairperson Eller and Mayor Arnold expressed appreciation for Mr. Baxter's service to the City.

Chairperson Eller stated the Commission would need to nominate a new vice-chairperson. Chairperson Eller opened the floor for nominations. Scott Wiggins nominated Clif Hutson. Mr. Hutson stated that he did not feel that an elected official should be the chairman, but that it should be a citizen on the board. Motion was made by Mayor Arnold to nominate Scott Wiggins. Mr. Wiggins accepted the nomination. Motion passed unanimously.

**AGENDA**

**Item # 1** **Magnolia Village Subdivision-Phase 3:** Staff requests a (6) six month subdivision improvement Maintenance bond extension.

Staff stated that the subdivision is 95% completed. Staff stated that the final asphalt layer has been installed. Staff stated a few items are remaining: section of sidewalks at vacant lots, landscaping, and minor drainage issues. Staff stated that the estimated cost of remaining items would be \$10,000.00 for the bond. Staff stated that the current bond is \$71,400.00. Staff stated per the current Subdivision Regulations, the bond is currently at a minimum 25% cost of the total subdivision improvements. City Engineer, Ron Bailey, stated that staff is trying to get bonds where they do not expire in the winter months when the weather is inclement and improvements can not be completed. Staff recommended due to the level of completion, that all the improvements are completed within six (6) months.

**Motion was made to approve by Bob Dorris, seconded by Scott Wiggins. Motion passed unanimously**

**Item # 2** **Stones Crossing Subdivision/Staff:** Requests a (1) one year subdivision improvement bond extension.

Staff stated the subdivision is 60% completed. Staff stated the subdivision was platted in 2003 and that the final asphalt layer was approved to be installed by a previous Public Works Director. Staff stated the Subdivision Regulations require 75% of the subdivision to be completed before the final asphalt layer can be installed. Staff stated that the street has been paved since construction started. Staff stated a few items are remaining: three sections of sidewalk on vacant

lots, minor drainage, and roadway repair. Staff stated during an inspection of the subdivision, City Engineer, noted that cracks have formed in the top layer of the asphalt. Staff stated the estimated cost of the bond is \$9,900.00, which includes cutting out the cracked section of roadway and repaving. Staff stated that the repair may only require installing a roadway crack sealer. Mr. Bailey stated that the developer is aware of the remaining items from the bond inspection list and that he wanted to meet to review those items.

**Motion was made by Bob Dorris to approve, seconded by Scott Wiggins. Motion passed unanimously.**

Chairperson Eller explained that the discussion items can be discussed with staff via email so that staff can research, if needed, or an item can be discussed at the meeting. Chairperson Eller stated as long as the questions/responses are directed to staff, it is appropriate to discuss the agenda items/discussion items. Chairperson Eller asked the Commission if they would be interested in discussing items through email with City Staff. The Commission agreed for future meetings to address discussion items with City Staff through email.

#### **Discussion Items:**

##### **1. Deer Crossings Development:**

Staff did not receive any plan submittals.

##### **2. Final Subdivision Plat:**

Chairperson Eller discussed staff's pros of developing a provision for time expiration of final plat approvals: there could be changes made onto properties with an approved, but non-recorded final subdivision plat including water and sewer line improvements requiring additional easements, roadway improvements, right-of-way dedication requirements, property zoning that would affect permitted uses and building setbacks requirements. The cons of developing a time line for final plat approvals: the property owners may be holding the recording of the final plat until a property sells and they are marketing the property based on a recorded final subdivision plat, and if the final subdivision plat includes required roadway, drainage, utility improvements then a subdivision improvement bond is required for the plat to be recorded. Staff stated this issue is regarding the time period between the Commission or staff approval and the time when the plat is recorded. Staff explained that a subdivision is required to have Construction Plans approved and Final Plat Approval and then roadways have to be built that may take a year or more to complete. Staff stated in the past there have been final plats approved that are not recorded for several years. David Amonette, City Attorney, stated there should be a minimum time frame that a final plat has to be recorded after it is approved by the Commission. Mr. Amonette stated a reason to have time limits on this would be personnel change in city staff. Staff stated he would recommend amending the Subdivision Regulations to include a provision to have a four (4) to five (5) year approval period until the plat requires additional Planning Commission review and approval. Staff stated that Construction Plans expire every two (2) years. Staff stated that City Staff does not sign final plats until they are ready to be taken to the county to record. Staff stated several years ago, the City required that all final plats after they are signed, be taken to the county to record by City Staff. Chairperson Eller stated that it would be a good idea for local developers to be aware of this time line change and how it might affect their planning process. Staff stated that the local developers could be notified. Mr. Amonette, stated that he recommended that after minor plats are approved that they be recorded immediately. Staff and Commission had lengthy discussion regarding plats that may have been approved years ago, but not recorded and what the process would be for them to record now. Staff discussed several changes within the last 20 years such as Zoning Ordinance, Subdivision Regulations, and changes in zoning. Staff stated expired plats would have to be approved by the Commission. Staff stated this time line proposal affects mainly minor subdivision plats because construction plans expire after two years. David Amonette, gave a handout regarding enforcing subdivision regulations and how to to Commissioners. Mr. Amonette stated he recently attended the Tennessee Municipal Attorneys Association and thought the Commission could use the handout as an informative reference. Staff and Commission discussed that the time line proposal for expiration of final plats of 4 to 5 years is reasonable and it keeps things current so there are not any new requirements for the developer to adhere to.

Chairperson Eller stated that it would be a good idea to make developers aware of the proposal and get their input before it goes into effect.

**3. Outside Merchandising:**

Staff stated that he had received a complaint regarding outdoor merchandising at a local clothing store on SR 76. Staff stated the clothes are hanging on the exterior wall of the building. Staff stated that there businesses in the City that have outdoor merchandising including outdoor furniture, accessories, landscaping, etc. Staff stated the Commercial Design Standards allow outdoor merchandising displayed under the canopy of the building. Staff stated the City allows temporary sales in parking areas and front yards for thirty (30) days a year. Commission had discussion on whether to allow outdoor merchandising such as clothing being displayed on the outside of the building. The Commission discussed that outdoor merchandising displays should be for outdoor intended type merchandise. Staff stated that this business has a canopy which they could display the clothing under it and not on the outside of the building. The Commission discussed that staff speak with the property owner regarding receiving the complaint and that they could display the clothing merchandise for 30 days a year in the front of the property or keep the merchandise underneath the front canopy.

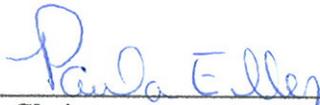
**4. Grecu Valentin Site at 122 Center Drive:** Staff stated that this building is almost complete and ready for the final inspection. Staff stated due to inclement weather, there will be site work improvements remaining. Staff stated based on the type and location of the business, that once the final building inspection is ready, staff would approve a 30 days temporary non-public use permit. Staff stated the owner is planning to pave this spring.

Chairperson Eller stated there would be a training opportunity Tuesday, March 15, 2011 at 5:15 p.m. sponsored by the Tennessee Chapter of American Institute of Architecture. Chairperson Eller stated that there would be a guided tour of the Scarritt-Bennett campus in Nashville.

**Motion was made by Bob Dorris to adjourn.**

*Meeting adjourned at 8:00 p.m.*

**ATTEST:**



\_\_\_\_\_  
Paula Eller, Chairperson



\_\_\_\_\_  
Addam McCormick, Secretary