



**Kingston Springs Regional Planning Commission
Meeting Minutes
July 11, 2019**

**Planning Commission Meeting Minutes
July 11, 2019**

The meeting was called to order by Chair Patenaude at 7:00 pm.

1. Roll Call of Voting Members:

Keith Allgood	Present
Tony Campbell	Present
Tom Cullen	Present
Tony Gross	Present
Brian McCain	Absent
Mike Patenaude	Present
Glenn Remick	Present
Chuck Sleighter	Present
Bob Stohler	Present

2. Non-Voting Staff:

Sharon Armstrong	Present
John Lawless	Absent
Jennifer Noe	Present
Brandy Miniati	Present

3. Declaration of Quorum by Chairperson:

Chair Patenaude declared a quorum was present.

4. Motion to approve June 13, 2019 Planning Commission meeting minutes

Motion to approve the June 13, 2019 Planning Commission meeting minutes made by Chuck Sleighter, seconded by Keith Allgood, and passed unanimously.

5. **Motion to approve July 11, 2019 Planning Commission meeting agenda**

Motion to approve the July 11, 2019 Planning Commission meeting agenda made by Chuck Sleighter, seconded by Keith Allgood. City Planner Armstrong requested an amendment to the agenda, adding New Business Item D – Discussion of new Cheatham County Development Tax. Motion to approve July 11, 2019 Planning Commission meeting agenda as amended made by Chuck Sleighter, seconded by Tony Gross, and passed unanimously.

6. **Old Business**

None

7. **New Business**

A. **BP – 121 Luyben Hills Rd., Kingston Springs Rd. Map 96 Parcel 51.02
Consideration of Signage Plan, Site and Utility Plan Revision.**

Consideration of Approval for Revised Site and Utility Plan

City Planner Armstrong stated that since the last meeting there has been a change in use for a portion of the new BP building being constructed. The applicant has submitted an amended site and utility plan. In addition, an application for signage for the convenience store and proposed restaurant use has been submitted. Armstrong stated the updated plans had been reviewed by staff, and after changes, the signage plan meets the Town's regulations. The site plan now shows a division of space between the convenience store and the proposed restaurant. A partition has been built between the convenience store and proposed restaurant and no work has been done on the proposed restaurant side. The applicant is asking for approval of the site and utility plan. Armstrong stated she has reviewed the plans and they meet the Town's regulations. Armstrong stated that if the Planning Commission approved the updated site and utility plan there would still be other requirements that needed to be met, including a traffic study. Tony Campbell asked a question concerning a 50-foot easement between this property and the Midtown Inn property to the south that was established to gain access to land behind these two parcels. Armstrong stated the Town had required the applicant to secure a deeded easement agreement that was supplied to the Town when this development first started. Motion to approve the revised site and utility plan for 121 Luyben Hills Road made by Tony Campbell, seconded by Chuck Sleighter, and passed unanimously. Keith Allgood asked a question concerning the scope of the project and when the development turned into a convenience store and a restaurant. Armstrong stated town staff had noted a partition wall during a building inspection that led to conversations with the building developer and owner, which led to a stop work order, and the issue being addressed. Additional discussion was held on traffic studies along the corridor and parking requirements for this development. After discussion another motion to approve the revised site and utility plan was made by Chuck Sleighter, seconded by Keith Allgood, and passed unanimously.

Chair Patenaude then recessed the Planning Commission to convene the Design Review Board at 7:20 PM.

Consideration of Approval of DRC recommendation for Signage Plan – Contingent on favorable Signage Plan recommendation of DRC.

Chair Patenaude brought the Planning Commission back into session at 7:30 PM. During the Design Review Board meeting a discussion began on a drive-thru pick up window on the convenience store side of the building shown on elevation drawings and this discussion continued. City Planner Armstrong stated there was no availability of space in the footprint of the project to have a drive-around for this building without interrupting the flow of traffic. Armstrong suggested that once the updated construction plans that include the restaurant portion of the building are received, they will be reviewed, and discussions can continue at that time.

Motion to approve recommendation by the Design Review Board for approval of the signage plan for the BP remodel at 121 Luyben Hills Road made by Tom Cullen, seconded by Keith Allgood, and passed unanimously.

B. Permitting and Zoning Review Process and Zoning Ordinance Administration, Article VIII – Consideration of recommendation to Kingston Springs, TN Mayor and Board of Commissioners of amendment to Zoning Ordinance.

City Attorney Jennifer Noe stated this was an amendment to the current zoning ordinance and will need to be approved by the Planning Commission, then referred the Kingston Springs Board of Commissioners. As the current ordinance indicates the Town's Building Inspector is responsible for plan review, and that language has been changed to reflect the administration of the zoning ordinance lies with the Planner or the Planning Commission designee rather than the Building Inspector. Motion to recommend the amendment to the zoning ordinance made by Tony Campbell, seconded by Chuck Sleighter. Attorney Noe stated Cheatham County has updated the fee and payment schedule of the county development tax and the language of the ordinance may need to be changed to reflect this before it is presented the Kingston Springs Board of Commissioners for approval. A vote was then taken, and the motion passed unanimously.

C. Set Meeting Date for 2nd Community Planning and Zoning Meeting – Suggested date Saturday, 27 July 2019, 5:00 PM

After discussion the meeting date and time was set for Saturday, August 10, 2019 at 5:00 PM. The meeting will take place in the Activity Center at Burns Park.

D. Discussion of new Cheatham County Development Tax.

City Planner Armstrong stated Cheatham County has increased the development tax to \$3000.00 and has altered the payment process. A portion of the development tax is paid when the permit is issued, and the remainder of the tax is paid before the certificate of occupancy is issued. This was presented as information as a potential impact to our current planning process.

8. Other (For Discussion Only)

Tony Campbell asked for an update of the stop work orders recently issued. He indicated he understood one had been resolved and asked for information on the other two. City Planner Armstrong stated the stop work order for the Thorntons project had been lifted as they had filed the updated plat as requested. The stop work order for the McPherson property on East Kingston Springs Road is still in place for phase two of the project and will remain in place until compaction testing on that phase takes place.

9. Motion to Adjourn

Motion to adjourn the meeting made by Tony Campbell, seconded by Tony Gross, and the meeting was adjourned at 7:53 PM.

Mike Patenaude
Chair

Debbie Finch
Assistant City Manager / Recorder