



**Kingston Springs Regional Planning Commission
Meeting Minutes
October 13, 2022**

Submittal Deadline Date: September 9, 2022

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

1. Roll Call of Voting Members:

Keith Allgood	Absent
Tony Campbell	Absent
Tony Gross	Present
Mike Hargis	Absent
Lauren Hill	Present
Brian McCain	Absent
Mike Patenaude	Present
Chuck Sleighter	Present
Todd Verhoven	Present

2. Non-Voting Staff:

Sharon Armstrong	Present
John Lawless	Present
Jennifer Noe	Present

3. Declaration of Quorum by Chairperson.

Quorum declared by Chair Patenaude.

4. Motion to approve October 5, 2022, Public Hearing meeting minutes.

Motion to approve October 5, 2022, Public Hearing meeting minutes made by Chuck Sleighter, seconded by Tony Gross and passed unanimously.

5. **Motion to approve October 5, 2022, Planning Commission meeting minutes**

Motion to approve October 5, 2022, Planning Commission meeting minutes made by Chuck Sleighter, second by Lauren Hill and passed unanimously.

6. **Motion to approve October 13, 2022, Planning Commission meeting agenda.**

Motion to approve October 13, 2022, Planning Commission meeting agenda made by Chuck Sleighter, second by Lauren Hill and passed unanimously.

7. **Community Input**

None

8. **Old Business**

A. **Golf Club of DBI – Site Plan Review for Pump House - Consideration of expansion of Special Exception, upon approval of revised PUD Agreement and filing of signed use and easement commitment letters/agreements.**

City Planner Armstrong explains shared use between the Golf Club of Tennessee and the Golf Club of DBI LLC and the easement documents that are required, specifically for the water intake, pump house, and water line. Staff finds no issues with the location of these items, but these items are an expansion of the existing PUD agreement of the Golf Club of DBI and requires an update to the existing site plan. Staff recommendation is that the Planning Commission approve the updated site plan with the condition that once the easements are signed and recorded that a copy will be supplied to the Town for our records. Motion to approve made by Chuck Sleighter, second by Tony Gross and passed unanimously.

Planner Armstrong then stated the second part if this item is an easement agreement on the Golf Club of Tennessee property for shared access. Staff recommends that with approval of their updated master plan it provides approval for special exception expansion for offices and the expanded maintenance facility. The plan submitted has been engineer and staff reviewed and found to be compliant. The suggested motion would be for the approval of the plan as presented as part of the master plan. Motion to approve made by Chuck Sleighter, second by Lauren Hill and passed unanimously. Planner Armstrong then mentioned that until the easement agreements are filed the Town cannot issue permits for these projects.

B. **Ellersly PUD Subdivision - Energy Fit Solutions, INC. – Update and Next Steps**

a. **Filing of Performance Bond with the Town of Kingston Springs**

b. **Execution of PUD Agreement**

Planner Armstrong indicated the City Manager had recently asked the applicant when the town would receive the performance bond for review and an email was received from the bonding entity the applicant is working with indicating it could be several more weeks before the agreement would be sent. This item a standing item for update and no action is needed.

C. Roy B. McPherson - 115 E. Kingston Springs Road – Update and Next Steps

a. Consideration of Sewer Plan approval

Planner Armstrong indicated the applicant had submitted the sewer/utility plans to the town, engineer reviewed it, comments were returned, and those comments have been addressed. Armstrong clarified the sewer system and lift station designed for the property will be owned by the applicant and the only system interaction with the town is where their main connects to the town's sewer system. Armstrong stated once this item is approved the town will draft a letter for this project to TDOT as a next step in the applicant's need to bore under SR249 (East Kingston Springs Road) to connect to the town's sewer system. Motion to approve made by Tony Gross, second by Chuck Sleighter, and approved unanimously.

9. New Business

A. Patel – 121B Luyben Hills Road

a. Change of Use from Restaurant to Liquor Store.

b. Consideration of revised Site Plan

Planner Armstrong stated the applicant had initially intended to open a restaurant at this location but now intends to open a package liquor store at the location. Everything remains the same on the site plan, there are no other issues with the change of use, and staff recommends approval. Motion to approve change of use made by Tony Gross, second by Chuck Sleighter, and approved unanimously. Motion to approve revised site plan made by Tony Gross, second by Chuck Sleighter, and approved unanimously.

B. Tyler Technologies – East Kingston Springs Road

1. Consideration of Site Plan.

Planner Armstrong stated staff received site plan along with a traffic information study for the site and with revisions requested the documents are now found to be compliant. Site plan has been reviewed and found to be compliant and staff recommends approval. Motion to approve made by Chuck Sleighter, second by Tony Gross and approved unanimously.

Recess for Design Review Committee

Chair Patenaude recesses the meeting at 7:25pm to convene the Design Review Committee.

Chair Patenaude reconvenes the Kingston Springs Regional Planning commission meeting at 7:35pm

2. Consideration of Design Review Committee approval of Building Materials, Landscape Plan, and Photometric Plan

Motion to accept the Kingston Springs Design Review Committee recommendation of approval on proposed building materials, landscape plan, and

photometric plan to the Kingston Springs Regional Planning Commission made by Tony Gross, second by Chuck Sleighter, and approved unanimously.

10. Other (For Discussion Only).

A. Setback Requirements

- **Consideration of driveway and sidewalks within the zoning setbacks.**
- **Consideration of accessory uses within the setback, i.e., storage buildings, sheds, carports, etc.**
- **Recommendation of Revisions to Zoning Ordinance to clarify location of development within setbacks.**

City Planner Armstrong discussed the Town's current setback requirements and accessory uses within the setbacks. The Town's ordinance requires a minimum of 10 feet. Armstrong stated that if there are circumstances where a property owner would like an exception to these setbacks that can be reviewed by the Board of Zoning Appeals, lessening these setbacks across the board would impact the entire district which is not advisable. City Attorney Noe stated she concurred with Armstrong and also advised that setback distances remain as they are. Noe also concurred that the Board of Zoning Appeals is an option for property owners that would like to seek variances.

11. Motion to Adjourn.

Motion to adjourn the meeting made by Todd Verhoven, seconded by Tony Gross and approved unanimously. Meeting was adjourned by Chair Patenaude at 7:43pm

Mike Patenaude
Planning Commission Chair

Jamie Dupré
City Recorder