



Regional Planning Commission  
Kingston Springs, Tennessee

**May 12, 2022**  
**Meeting Packet**





**Kingston Springs Regional Planning Commission  
Meeting Agenda  
May 12, 2022**

*Submittal Deadline Date: April 15, 2022*

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_ pm.

**1. Roll Call of Voting Members:**

- Keith Allgood \_\_\_\_\_
- Tony Campbell \_\_\_\_\_
- Tony Gross \_\_\_\_\_
- Mike Hargis \_\_\_\_\_
- Lauren Hill \_\_\_\_\_
- Brian McCain \_\_\_\_\_
- Mike Patenaude \_\_\_\_\_
- Chuck Sleighter \_\_\_\_\_
- Todd Verhoven \_\_\_\_\_

**2. Non-Voting Staff:**

- Sharon Armstrong \_\_\_\_\_
- John Lawless \_\_\_\_\_
- Martha Brooke Perry \_\_\_\_\_

**3. Declaration of Quorum by Chairperson.**

**4. Motion to approve April 14, 2022 Planning Commission meeting minutes.**

**5. Motion to approve May 12, 2022 Planning Commission meeting agenda.**



6. Community Input

7. Old Business

A. Kingston Springs United Methodist Church – Consideration of application of assignment of overlay within the ARTICLE 5.300 - MIXED USE to Map 96B, GRP D, Parcels 6, 7, 7.01 for the purpose of preserving the historic structure constructed in 1927. The structure preceded adoption of zoning in the town. (Deferred from the April 2022 PC Meeting).

B. CLOMR - Golf Club of TN FEMA Review

1. Recommendation on CLOMR results to the Kingston Springs Board of Commissioners.
2. Consideration of Water Intake for the Harpeth River on The Golf Club of DBI LLC.
3. Consideration of the revised PUD Development Plan for The Golf Club of DBI LLC.

8. New Business

A. None

9. Other (For Discussion Only).

A. None

10. Motion to Adjourn.

The meeting was adjourned by \_\_\_\_\_ at \_\_\_\_\_ pm

\_\_\_\_\_  
Mike Patenaude  
Planning Commission Chair

\_\_\_\_\_  
Jamie Dupré  
City Recorder





**Kingston Springs Regional Planning Commission  
Meeting Minutes  
April 14, 2022**

*Submittal Deadline Date: March 11, 2022*

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

**1. Roll Call of Voting Members:**

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

**2. Non-Voting Staff:**

Sharon Armstrong	Present
John Lawless	Absent
Martha Brooke Perry	Present
Kellie Reed	Present

**3. Declaration of Quorum by Chairperson.**

**4. Motion to approve March 10, 2022 Planning Commission meeting minutes.**

Motion to approve March 10, 2022 Planning Commission meeting minutes made by Chuck Sleighter, second by Tony Gross. Motion approved unanimously.

5. **Motion to approve April 14, 2022 Planning Commission meeting agenda.**

Planner Armstrong requested to amend the agenda by adding to the Other section a discussion on a concept review application. Chuck Sleighter made a motion to approve the April 14, 2022 Planning Commission meeting agenda as amended, seconded by Todd Verhoven, and approved unanimously.

6. **Community Input**

Dan Rooney: Park Place Townhomes. Discussion of drainage issue behind the condos where there is standing water maybe a drainage ditch.

7. **Old Business**

A. **Oak Street - Final Plat for Kingston Springs United Methodist Church – deferred from March meeting.**

City Planner Sharon Armstrong stated the Kingston Springs United Methodist Church wants to reconfigure their lots. Purpose to install a pavilion structure in order to have outdoor activities for church and this requires a plat revision. She pointed out the small house that is grandfathered and precedes any adoptions of any restrictions. Brian McCain is the surveyor on this project and stated that due to the church organization they are still determining who has the authority to sign the plat. Planner Armstrong stated that before the plat can be filed it must have signature, but it can be approved and it will be held for signature. With Brian McCain being involved with the project and required to abstain from the vote City Attorney Perry stated she needed a moment to review the provisions of the code in order to see if we have enough vote. Planner Armstrong stated once an item is heard the Planning Commission has sixty days to approve or it will be approved by default. Otherwise they will need to ask for permission to defer from the applicant. Attorney Perry recommended having a five (5) minute recess to see if another Planning Commission member could join the meeting. Chairman Patenaude called a recess at 7:10pm. Tony Campbell arrived at 7:15 p.m. and the meeting was called back to order at that time. Motion to approve the plat made by Chuck Sleighter, second by Tony Campbell. All in favor with Brian McCain recusing from the vote.

B. **Ellersly Subdivision - Update and Next Steps.**

Planner Armstrong stated she checked on the subdivision today and there is still water runoff issues in the subdivision. There has been some forward movement as the owner has paid pass-thru fees that were due and their engineer has responded to staff comments. The notice of violation was issued due to the ongoing water runoff creating issues for residents. Chairman Patenaude inquired about properties adjacent to the subdivision and those properties being impacted by the water runoff. Planner Armstrong stated that from the town's perspective there are two issues. First is the unfinished infrastructure and the damage being done to it, and second is water making its way thru the subdivision and being deposited onto West Kingston Springs Road. If resolution to these items doesn't move forward quickly the infrastructure issues will not be abated. In addition, the property has been transfer from the Merville's to Energy Source Partners. Next step will be for staff create a PUD agreement.



**Planner Armstrong Discusses Omitted Agenda Item**

Planner Armstrong alerted the Commission to an item that had inadvertently been omitted from the meeting agenda. The Kingston springs United Methodist Church will need approval from the Planning Commission for the mixed use of the property. Mayor Gross asked that, since the plat was approved, if the mixed use item could be deferred to next month. Brian McCain, as a representative for the applicant, stated deferring the item to the next meeting would be acceptable. Tony Campbell made a motion to defer the item to the next meeting, seconded by Chuck Sleighter. All in favor with Brian McCain recusing from the vote

**8. New Business**

**A. 132 Petro Road – Site Plan for Punjabi Dhaba Restaurant.**

**1) Addition to existing building.**

Planner Armstrong stated it was brought to the Town’s attention that there were several codes violations on this site related to the existing building and additional structures added. Armstrong indicated she had been working with the applicant to rectify these issues, resulting in the site plan submitted for approval. Armstrong stated the site plan must be approved in order for the construction plans to be submitted. Motion made by Chuck Sleighter to approve Punjabi Dhaba site plan, seconded by Mayor Gross, and approved unanimously.

**2) Correction of violations existing on property for work done without a permit.**

Armstrong indicated she had been working with the applicant to rectify these issues, resulting in the site plan submitted for approval. With the site plan approved construction plans dealing with correction of current violations on the property can be submitted and reviewed.

**B. 134 Petro Road – Final Plat for AK Lube.**

**Combination Plat to combine two parcels for construction of expansion of existing business.**

City Planner Armstrong stated AK Lube would like to combine two lots they own in order to expand their business. Tony Campbell stated to make sure there is adequate parking and Planner Armstrong indicated there is and she would recommend approval. Tony Campbell made a motion to approve the final plat for AK Lube, seconded by Todd Verhoven. Brian McCain stated he was the surveyor on this plat and would recuse himself from the vote. All in favor with Brian McCain recusing from the vote.

**C. 134 Petro Road – Site Plan for AK Lube.**

**Site Plan to expand existing business with the addition of additional structure and parking.**

Planner Armstrong indicated the site plan has been reviewed and approved by staff and meets all Kingston Springs requirements. Motion made by Sleighter to approve site Plan for AK Lube, second by Todd Verhoven. Brian McCain stated he was the

surveyor on this plat and would recuse himself from the vote. All in favor with Brian McCain recusing from the vote..

**9. Other (For Discussion Only).**

**A. Proposed City Sewer Expansion - 191 Luyben Hills Rd.**

Planner Armstrong stated the owner of the property would like to add the sewer at this location, at the owner's cost, due to the high cost of establishing septic field lines on this property. Planner Armstrong stated the property owner has indicated he would like to have a residential structure on this property. This line expansion would allow the Town to add on to the existing system with minimal cost. This was an item as discussion and no action was needed nor taken.

**B. Capital Improvement Plan - Retreat discussion**

Planner Armstrong stated she did not attend the retreat this year but understood a decision has been reached for the Town to increase its proactive planning. Mayor Gross stated we need to start moving forward on this and requested Armstrong assist in this conversation. Planner Armstrong stated the problem the city has is the usable land and there are issues that need to be resolved related to future growth such as sewer and water issues, and traffic issues. A capital improvement plan needs to be designed in order to be proactive towards growth rather than reactive. This was an item as discussion and no action was needed nor taken.

Planner Armstrong also announced that a Code Enforcement Outreach meeting would be held April 23 at 11:30 a.m. Burns Park and everyone is welcome to attend.

**C. Concept Review**

Tommy Crouch owns the sawmill on Highway 12 and he would like to purchase the lot on Petro Road. His company does cable hardwire set ups and needs office space. Planner Armstrong asked questions on how often deliveries would be, and how many employees will be there. Mr. Crouch stated it is a small commercial building of 5,000 square feet, and he employees approximately 40 people. Planner Armstrong stated traffic could be an issue as Petro Road exits onto Luyben Hills Road which already has traffic issues.

**10. Motion to Adjourn.**

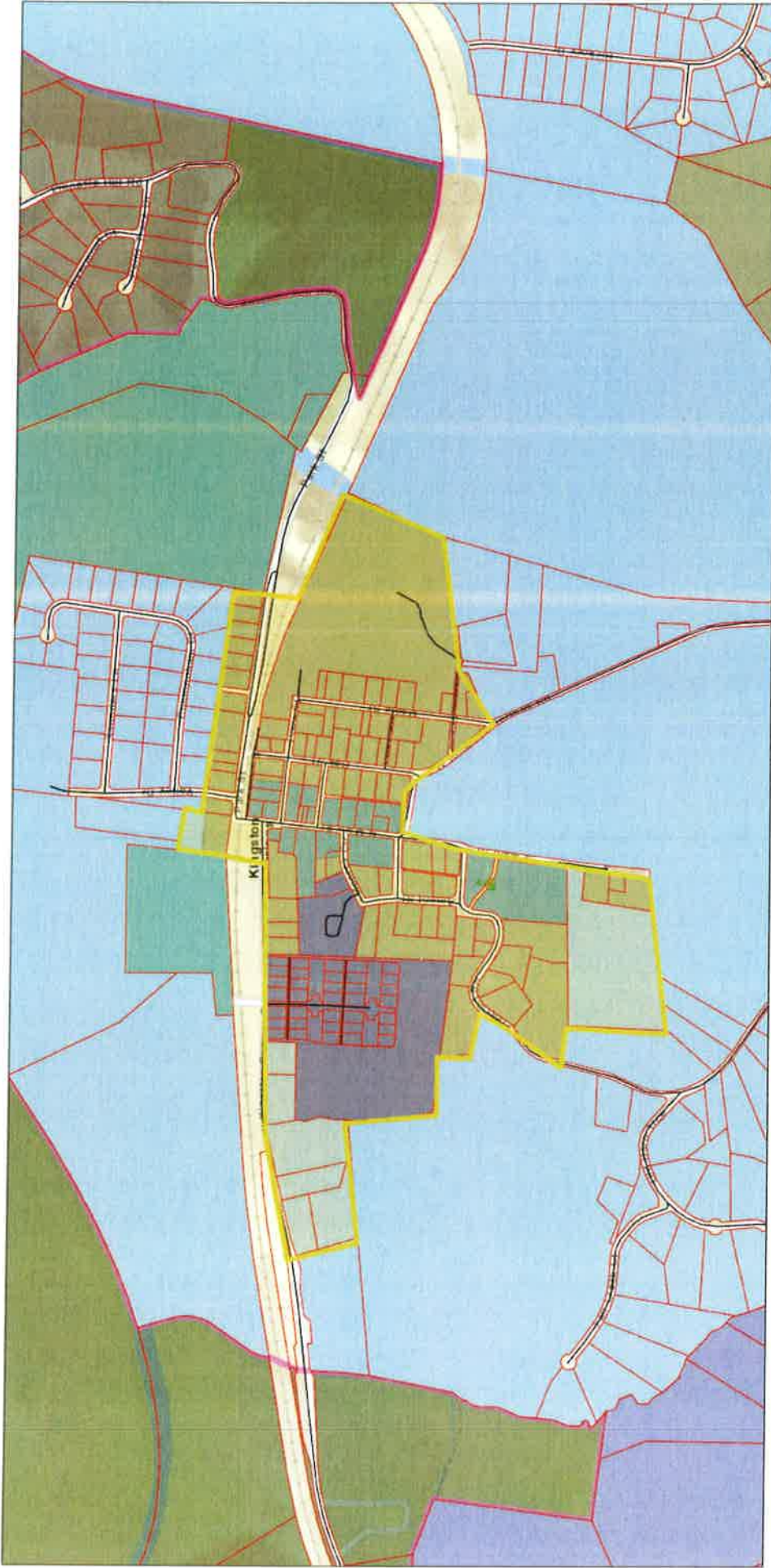
Motion made by Mr. Campbell, seconded by Sleighter to adjourn all approved by voice vote and the meeting adjourned at 8:04 p.m.

**The meeting was adjourned by \_\_\_\_\_ at \_\_\_\_\_ pm**

\_\_\_\_\_  
**Mike Patenaude  
Planning Commission Chair**

\_\_\_\_\_  
**Jamie Dupré  
City Recorder**

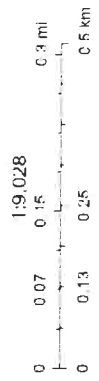
# Cheatham GIS



11/4/2020 11:43:26 AM

- Streets: Kingston Springs Zoning R2
- Parcels: C-1
- Parks: I2
- Schools: R1
- Kingston Springs Zoning: R3 PUD
- Cheatham County Boundary: R1A
- Cheatham Zoning: A - Agricultural
- E-1 - Estate Residential

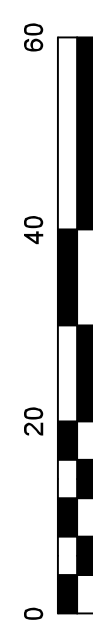
## MIXED USE DOWNTOWN OVERLAY DISTRICT



Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS

Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS, Tennessee Comptroller of the Treasury, Office of Local Government and the Cheatham County Election Commission. For current Precinct information contact your local Election Commission or visit <http://www.comptroller.tn.gov/lig/ActvMapCounties.asp>

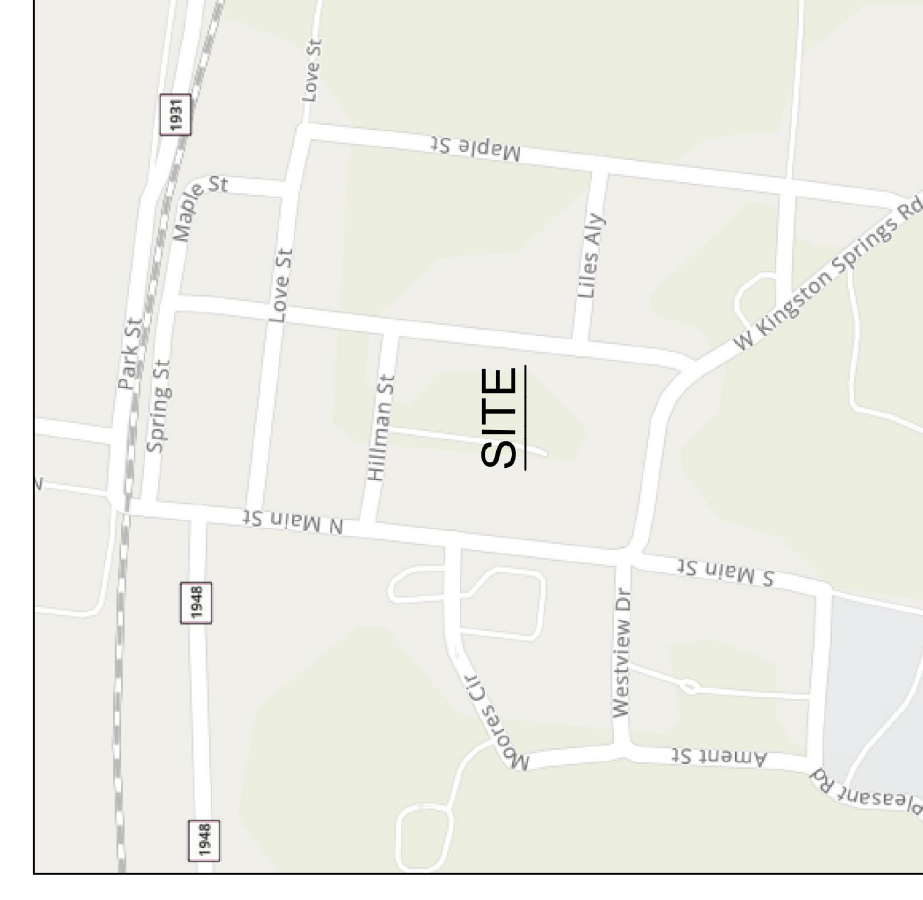
7.A.



- LEGEND**
- - - PROPERTY LINE
  - - - EASEMENT
  - - - GAS LINE
  - - - SEWER LINE
  - - - STORM LINE
  - - - WATER LINE
  - - - M.B.S.L. - MIN. BLDG. SETBACK LINE
  - - - CHPT - OVERHEAD POWER OR TELE. PUBLIC UTILITY & DRAINAGE EASEMENT
  - - - P.U.D.E. - BOREHOLE
  - EMO - ELECTRIC METER
  - FHD - FIRE HYDRANT
  - GMO - GAS METER
  - IPONS - IRON PIN NEW / SET
  - MONBI - MONUMENT
  - POSTO - POSTER METER
  - WELL - WELL
  - WHTC - W/HTC
  - YARD - YARD HYDRANT
  - CATCH - CATCH BASIN
  - DECID - DECIDUOUS TREE
  - EVERG - EVERGREEN TREE
  - GASV - GAS VALVE
  - LIGHT - LIGHT POLE
  - MAILB - MAILBOX
  - MANHO - MANHOLE
  - POWER - POWER POLE
  - SIGN - SIGN
  - SVC - SEWER VALVE
  - WATER - WATER VALVE

**NOTES:**

1. The purpose of this plat is to consolidate 3 parcels into one parcel.
2. This survey meets the requirements of a "General Property Survey" as per standards of practice, 0820-3-.07(1) adopted by the Board of Examiners for Land Surveyors, State of Tennessee. This survey also meets the requirements of "Maps and Mapping" as per standards of practice, 0820-3-.05 adopted by the Board of Examiners for Land Surveyors, State of Tennessee.
3. This survey is based on the State Plane Coordinate System NAD83 (4th Edition) and NAVD83 (Mean Sea Level).
4. Distances were measured with E.D.M. equipment and have been corrected for temperature and barometric pressure.
5. No title report was furnished this surveyor, therefore, this survey is subject to the findings of a complete title search. The state of facts shown herein are based on a professional opinion in regards to a warranty or guarantee expressed or implied.
6. This property is located in an area designated "Zone X" as per the National Flood Insurance Program, Map No. 47021C0301E Dated: 12/22/2018 and is NOT in a flood prone area.
7. This survey has not physically located the underground utilities. The grade and underground utilities shown herein were derived from visible utility markers, utility records, and other information prepared by others. The location and/or existence of utility service lines to the property surveyed are unknown and are not shown. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities are in the exact location indicated. Therefore, reliance upon the type, location and depth should also be made prior to any decision relative thereto is made. Availability and cost, of service should be confirmed with the appropriate utility company. In Tennessee, it is a requirement per "The Underground Utility Damage Prevention Act", that anyone who engages in excavation must notify all known underground utility owners and operators of their intent to excavate and also to avoid any possible hazard or conflict. Tennessee One-call 1-800-351-1111.
8. Information shown herein was derived from random shots, cross sections, and radial shots.
9. For: Kingston Springs United Methodist Church.
10. Setbacks: Front = 40' Sides = 15' Rear = 20'
11. For lot lines, please call the local utility provider.
12. Call Zone # 82.
13. Subdivision Boundary consists of Tax Map 96B, Group "D", Parcels 6.00, 7.00 & 7.01



**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AS EVIDENCED IN RECORD BOOK 26, PAGE 302 AND IN DEED BOOK 302 PAGE 594 AND IN DEED BOOK 277, PAGE 502. COUNTY REGISTERS OFFICE AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES AND THAT OFFERS OF IRREVOCABLE DEDICATION FOR ALL PUBLIC WAYS, UTILITIES AND OTHER FACILITIES HAVE BEEN MADE.

DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_  
 DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_  
 DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_

**CERTIFICATE OF SURVEY ACCURACY**  
 I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE AND ACCURATE SURVEY OF THE PROPERTY SHOWN HEREON. THAT THIS IS A CATEGORY "1" LAND SURVEY AS DEFINED IN CHAPTER 0820-3-.05 STANDARDS OF PRACTICE AS ADOPTED BY THE BOARD OF EXAMINERS FOR LAND SURVEYORS AND THAT THE RATIO OF PRECISION IS GREATER THAN OR EQUAL TO 1:10,000 AS SHOWN HEREON.

DATE: \_\_\_\_\_ REGISTERED LAND SURVEYOR #2256

**CERTIFICATE OF APPROVAL OF WATER SYSTEM**  
 I HEREBY CERTIFY THAT THE WATER SYSTEM OUTLINED OR INDICATED ON THE FINAL SUBDIVISION PLAT ENTITLED "KINGSTON SPRINGS UNITED METHODIST CHURCH ASHLEY CENTER INSTALLED IN CONNECTION WITH CURRENT LOCAL AND STATE CODES, MEETS ALL REQUIREMENTS OF THE CURRENT BUILDING CODES AND HAS BEEN FILED TO GUARANTEE SAID INSTALLATION.

DATE: \_\_\_\_\_ NAME, TITLE AND AGENCY OR AUTHORIZED AGENT \_\_\_\_\_

**CERTIFICATE OF APPROVAL FOR RECORDING**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH KINGSTON SPRINGS, TN, SUBDIVISION REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION, AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE: \_\_\_\_\_ SECRETARY, PLANNING COMMISSION \_\_\_\_\_

AREA:  
 48,894 sq.ft. or 1.12 Ac.±

FINAL PLAT  
**KINGSTON SPRINGS**  
**UNITED METHODIST CHURCH**  
 11TH CIVIL DISTRICT  
 KINGSTON SPRINGS, CHEATHAM COUNTY, TENNESSEE  
 SCALE: 1" = 20' DATE: 2/10/22



IF YOU DIG TENNESSEE...  
 CALL US FIRST!  
 1-800-351-1111  
 615-266-1967  
 TENNESSEE  
 IT'S THE LAW

**OWNER**  
 KINGSTON SPRINGS UNITED METHODIST CHURCH  
 C/O DAVID JOHNSON  
 388 NORTH MAIN STREET  
 KINGSTON SPRINGS, TN 37082  
 maildm@gmail.com  
 (615) 952-4218

**SURVEYOR**  
 BRIAN MCCAIN, P.L.L.S. #2256  
 P.O. BOX 220  
 PEGRAM, TN 37143  
 (615) 952-3600  
 brian@southernprecision.net



**SOUTHERN PRECISION**  
 LAND SURVEYING, INC.  
 227 MCCAIN DRIVE  
 KINGSTON SPRINGS, TN 37082  
 (615) 772-5481  
 "WE WILL PUT YOU ON THE MAP"  
 brian@southernprecision.net



5 May 2022

Staff Review: THE GOLF CLUB OF TN CLOMR

Sharon Armstrong, City Planner  
John Lawless, City Manager & Floodplain Administrator

**PLANNING REVIEW:**

The CLOMR issued by FEMA in response to the request by the Town of Kingston Springs indicates the proposed project for the bridge, water intake, regrading, and road located in the regulated A Zone of the property states there would be an increase in the base flood elevation of .1 ft. if constructed. The increase in base flood elevation is prohibited by Article 4, Section 4.100 - Floodplain district regulations of the Town of Kingston Springs Zoning Ordinance.

Review Comments: The proposed project cannot be permitted under the current Floodplain district regulations. The three options for the Kingston Springs Regional Planning Commission in making a recommendation to the Kingston Springs City Commission are:

1. Recommend to the City Commission to deny acceptance of the CLOMR and resulting map change.
2. Recommend to the City Commission to revise the Floodplain District Regulations to allow an increase in base flood elevation within the Town of Kingston Springs (Notification of adjacent jurisdictions and FEMA required). Revision would allow other applicants to build within regulated flood zones and to increase the base flood elevations within those zones.
3. Recommend to the City Commission to direct the applicant to revise the CLOMR submission to FEMA (at the cost of the developer) to gain compliance with the current Floodplain District Regulations.

Planning Staff recommendation: Recommend to the City Commission to deny acceptance of the CLOMR and resulting map change.

Floodplain Administrator recommendation:

The CLOMR remitted to the Town of Kingston Springs indicates the project proposed by The Golf Club of TN and Golf Club of DBI LLC results in an increase to the base flood elevation within the Town. Additionally the CLOMR assigns maintenance and financial responsibility and liability for the impact of the map change to the Town of Kingston Springs. This creates a burden to the Town and to existing property owners and taxpayers if the CLOMR and resulting map change are recommended by the



Kingston Springs Regional Planning Commission to the Kingston Springs City Commission and subsequently adopted by the City Commission after a revision to Article 4, Section 4.100 Floodplain District Regulations.

As the Floodplain Administrator for the Town of Kingston Springs, TN, and as a result of the reasonings stated in this letter, I recommend that the Kingston Springs Board of Commissioners deny acceptance of the CLOMAR and resulting map change.



# Federal Emergency Management Agency

Washington, D.C. 20472

April 7, 2022

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:

Case No.: 22-04-0078R

The Honorable Tony Gross  
Mayor, Town of Kingston Springs  
P. O. Box 256  
Kingston Springs, TN 37082

Community Name: Town of Kingston Springs, TN  
Community No.: 470289

104

Dear Mayor Gross:

We are providing our comments with the enclosed Conditional Letter of Map Revision (CLOMR) on a proposed project within your community that, if constructed as proposed, could revise the effective Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for your community.

If you have any questions regarding the floodplain management regulations for your community, the National Flood Insurance Program (NFIP) in general, or technical questions regarding this CLOMR, please contact the Director, Mitigation Division of the Federal Emergency Management Agency (FEMA) Regional Office in Atlanta, GA, at (770) 220-5406, or the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Sincerely,

Patrick "Rick" F. Sacbbit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration

Enclosure:

Conditional Letter of Map Revision Comment Document

cc: Mr. John Lawless  
City Manager  
Town of Kingston Springs

Mr. D. Wayne Durham, P.E.  
James + Associates, Inc.



# Federal Emergency Management Agency

Washington, D.C. 20472

## CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT

COMMUNITY INFORMATION		PROPOSED PROJECT DESCRIPTION	BASIS OF CONDITIONAL REQUEST
COMMUNITY	Town of Kingston Springs Cheatham County Tennessee	BRIDGE FILL DETENTION BASIN	HYDROLOGIC ANALYSIS 1D HYDRAULIC ANALYSIS UPDATED TOPOGRAPHIC DATA
	COMMUNITY NO.: 470289		
IDENTIFIER	Golf Club of Tennessee	APPROXIMATE LATITUDE AND LONGITUDE: 36.073, -87.079 SOURCE: OTHER DATUM: NAD 83	
AFFECTED MAP PANELS			
TYPE: FIRM*	NO.: 47021C0304E	DATE: December 22, 2016	* FIRM - Flood Insurance Rate Map

### FLOODING SOURCE AND REACH DESCRIPTION

Big Brushy Creek – from approximately 5,760 feet downstream of Clubhouse Crossing to approximately 1,230 feet upstream of Clubhouse Crossing

### PROPOSED PROJECT DESCRIPTION

Flooding Source	Proposed Project	Location of Proposed Project
Big Brushy Creek	New Bridge	from approximately 3,870 feet downstream of Clubhouse Crossing
	New Detention Basin	from approximately 3,550 feet downstream of Clubhouse Crossing
	Fill Placement	from approximately 5,760 feet downstream of Clubhouse Crossing to approximately 3,240 feet downstream of Clubhouse Crossing

### SUMMARY OF IMPACTS TO FLOOD HAZARD DATA

Flooding Source	Effective Flooding	Proposed Flooding	Increases	Decreases
Big Brushy Creek	Zone A	Zone AE	YES	NONE
	No BFEs*	BFEs	YES	NONE

\* BFEs - Base (1-percent-annual-chance) Flood Elevations

### COMMENT

This document provides the Federal Emergency Management Agency's (FEMA's) comment regarding a request for a CLOMR for the project described above. This document is not a final determination; it only provides our comment on the proposed project in relation to the flood hazard information shown on the effective National Flood Insurance Program (NFIP) map. We reviewed the submitted data and the data used to prepare the effective flood hazard information for your community and determined that the proposed project meets the minimum floodplain management criteria of the NFIP. Your community is responsible for approving all floodplain development and for ensuring that all permits required by Federal or State/Commonwealth law have been received. State/Commonwealth, county, and community officials, based on their knowledge of local conditions and in the interest of safety, may set higher standards for construction in the Special Flood Hazard Area (SFHA), the area subject to inundation by the base flood. If the State/Commonwealth, county, or community has adopted more restrictive or comprehensive floodplain management criteria, these criteria take precedence over the minimum NFIP criteria.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbbit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration

22-04-0078R

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Federal Emergency Management Agency  
Washington, D.C. 20472

**CONDITIONAL LETTER OF MAP REVISION  
COMMENT DOCUMENT (CONTINUED)**

**COMMUNITY INFORMATION**

To determine the changes in flood hazards that will be caused by the proposed project, we compared the hydraulic modeling reflecting the proposed project (referred to as the proposed conditions model) to the hydraulic modeling reflecting the existing conditions.

The table below shows the changes in the base flood water-surface elevations (WSELs).

Base Flood WSEL Comparison Table

Flooding Source: Big Brushy Creek		Base Flood WSEL Change (feet)	Location of maximum change
Proposed vs.	Maximum increase	0.1	Approximately 3,100 feet downstream of Clubhouse Crossing
Existing	Maximum decrease	0.9	Approximately 3,840 feet downstream of Clubhouse Crossing

NFIP regulations Subparagraph 60.3(b)(7) requires communities to ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained. This provision is incorporated into your community's existing floodplain management ordinances; therefore, responsibility for maintenance of the altered or relocated watercourse, including any related appurtenances such as bridges, culverts, and other drainage structures, rests with your community. We may request that your community submit a description and schedule of maintenance activities necessary to ensure this requirement.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304. Additional information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbbit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration



## Federal Emergency Management Agency

Washington, D.C. 20472

### CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

#### COMMUNITY INFORMATION (CONTINUED)

#### DATA REQUIRED FOR FOLLOW-UP LOMR

Upon completion of the project, your community must submit the data listed below and request that we make a final determination on revising the effective FIRM, and FIS report. If the project is built as proposed and the data below are received, a revision to the FIRM, and FIS report would be warranted.

- Detailed application and certification forms must be used for requesting final revisions to the maps. Therefore, when the map revision request for the area covered by this letter is submitted, Form 1, entitled "Overview and Concurrence Form," must be included. A copy of this form may be accessed at <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>.
- The detailed application and certification forms listed below may be required if as-built conditions differ from the proposed plans. If required, please submit new forms, which may be accessed at <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>, or annotated copies of the previously submitted forms showing the revised information.

Form 2, entitled "Riverine Hydrology and Hydraulics Form." Hydraulic analyses for as-built conditions of the base flood must be submitted with Form 2.

Form 3, entitled "Riverine Structures Form."

- A certified topographic work map showing the revised and effective base floodplain boundaries. Please ensure that the revised information ties in with the current effective information at the downstream and upstream ends of the revised reach.
- An annotated copy of the FIRM, at the scale of the effective FIRM, that shows the revised base floodplain boundary delineations shown on the submitted work map and how they tie into the base floodplain boundary delineations shown on the current effective FIRM at the downstream and upstream ends of the revised reach.
- As-built plans, certified by a registered Professional Engineer, of all proposed project elements.
- Documentation of the individual legal notices sent to property owners who will be affected by any widening or shifting of the base floodplain and/or any BFE establishment along Big Brushy Creek.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick F. Sacbbit".

Patrick "Rick" F. Sacbbit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration



## Federal Emergency Management Agency

Washington, D.C. 20472

### CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

#### COMMUNITY INFORMATION (CONTINUED)

##### DATA REQUIRED FOR FOLLOW-UP LOMR (continued)

- An officially adopted maintenance and operation plan for the proposed detention basin. This plan, which may be in the form of a written statement from the community Chief Executive Officer, an ordinance, or other legislation, must describe the nature of the maintenance activities, the frequency with which they will be performed, and the title of the local community official who will be responsible for ensuring that the maintenance activities are accomplished.
- FEMA's fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps may be accessed at <https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees>. The fee at the time of the map revision submittal must be received before we can begin processing the request. Payment of this fee can be made through a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card (Visa or MasterCard only). Please either forward the payment, along with the revision application, to the following address:

LOMC Clearinghouse  
Attention: LOMR Manager  
3601 Eisenhower Avenue, Suite 500  
Alexandria, Virginia 22304-6426

or submit the LOMR using the Online LOMC portal at: <https://hazards.fema.gov/femaportal/onlinelomc/signin>

After receiving appropriate documentation to show that the project has been completed, FEMA will initiate a revision to the FIRM, and FIS report. Because the flood hazard information (i.e., base flood elevations, base flood depths, SFHAs, zone designations, and/or regulatory floodways) will change as a result of the project, a 90-day appeal period will be initiated for the revision, during which community officials and interested persons may appeal the revised flood hazard information based on scientific or technical data.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick F. Sacbibit".

Patrick "Rick" F. Sacbibit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration



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Washington, D.C. 20472

**CONDITIONAL LETTER OF MAP REVISION  
COMMENT DOCUMENT (CONTINUED)**

**COMMUNITY INFORMATION (CONTINUED)**

**COMMUNITY REMINDERS**

We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

Ms. Jacky Bell  
Director, Mitigation Division  
Federal Emergency Management Agency, Region IV  
Rhodes Building, 3005 Chamblee Tucker Road  
Atlanta, GA 30341  
(770) 220-5406

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