

MUNICIPAL PLANNING COMMISSION MINUTES

January 12, 2021, Regular Meeting at 7 p.m.

Brandon Butler, Chairman
Mike Anderson, Vice Chair
Sheree Qualls
Salvatore Cali, 2nd Secretary

Debby Rainey, Mayor
Daniel Jenkins, 1st Secretary
Hayley Schulist
Emilee Senyard

Present: Butler, Jenkins, Anderson, Cali, Qualls, Rainey, Senyard, Schulist

Staff Present: City Manager Scott Collins, City Engineer Kevin Blackburn, City Planning Staff Micah Sullivan, City Recorder Brandy Johnson, Keith Paisley

- Butler called meeting to order at 7:00 p.m.

All planning commission members were present, no roll call.

- Opening Prayer and Pledge led by Butler
- Approval of Agenda – Chairperson Butler requested the removal of Item #2 (PC member election to BOZA) and addition of number 7 under New Business of Richvale Estates Site Plan for Phases 1 and 2.

Motion: Rainey approve as amended

Second: Qualls

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

- Citizen Comments – Tiffany Wilson-Mobley of 7303 Cox Run Court states she is part of a group of concerned residents of the Cox Run subdivision who have a number of questions. The community has requested review of the proposed plans by a civil engineer and will have a list of questions for the work session next week. The list will be quite detailed but it isn't quite ready yet as we will be getting more information on Saturday. Wilson-Mobley says the group wants to be harmonious and work with the city as they discuss their concerns and hope to collaborate on a solution. One of their big concerns are drainage issues as well as a buffer between the park and the proposed development. Wilson-Mobley suggested expert advice on the environmental impact of the development on the park, the buffer, possible runoff and pollution, and whether anyone with the city has any experience in this area. A Section 404 permit should also be obtained. Wilson-Mobley looks forward to the meeting next week.

City attorney, Tim Potter, suggested emailing the questions of the group ahead of next week's scheduled work session so city staff may have time to review and prepare answers.

- Approval of Minutes: December 8, 2020 regular meeting

Motion: Jenkins

Second: Schulist

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

NEW BUSINESS -

1. Planning Commission Elections

a. PC Resolution **PC-01-21**, Chairperson

Motion: Qualls for Brandon Butler Chairperson

Second: Anderson

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

b. PC Resolution **PC-02-21**, Vice Chair

Motion: Qualls for Mike Anderson Vice Chair

Second: Schulist

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

c. PC Resolution **PC-03-21**, Secretary

Motion: Jenkins for Hayley Schulist Secretary
Second: Anderson

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

d. PC Resolution **PC-04-21**, Second Secretary

Motion: Anderson for Emilee Senyard Second Secretary
Second: Schulist

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

2. ITEM REMOVED

- PC Resolution **PC-06-21**, Rezoning, 7109 Sleepy Hollow Road, Map: 55, Parcel: 69, Current Zoning: RS-40, Proposed Zoning: R-20, 1.58 Acres, Owner: Vacco – Owner Nick Vacco was present and noted he plans to build a home. Zoning fits with the land use.

Motion: Jenkins to approve
Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

- PC Resolution **PC-07-21**, Rezoning, Wash N Roll Car Wash, 7001 City Center Way, Map: 42, Parcel: 168.10, Current Zoning: MSMU – Main Street Mixed Use, Proposed Zoning: CG – Commercial General, .89 Acres, Owner: Family Advantage

Federal Credit Union, Applicant: Brian Peterson, SRG Assets – Owner/rep of Wash N Roll Car Wash was present noting they have been working with Publix in several of their developments in Tennessee and the Florida panhandle. They have a verbal approval from Publix releasing the restrictions they normally have against car washes in their developments. They currently have 23 washes that are locally owned and operated. Current zoning is MSMU (main street mixed use) of which car wash is not a permissible use. MSMU is typically used for mixed uses within a parcel. Note the proposed property has an access easement through the back of Hardee's lot close to their dumpster pad. Wash N Roll owner acknowledges this easement has been discussed with them and actually works for their design as they prefer a single entrance/exit location. The 2040 comprehensive plan calls for commercial in this area so it would be an appropriate use and most any commercial business that would be placed there would require rezoning to CG commercial general.

Motion: Jenkins
Second: Anderson

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

5. Conceptual Site Plan, Hall's Auto Service & Repair, 2.08 Acres, Map: 47, Parcel: 2.03, Current Zoning: CG – Commercial General, Property Owners: William and Henrietta Hall – Barry Cleveland, representing the applicant, was present with the owners and architect for any questions. Hall's Auto Service and Repair would move from their current location to this new one for better access and expanded services for the community. It is already zoned appropriately and they need to solidify entrance with TDOT. Plans are approximately 80% complete and they hope to submit by the February deadline. NO ACTION.
6. Discussion, City of Fairview Parks Development Perimeter Buffer – Mayor Rainey states she asked for this discussion because there have been talks of protecting the perimeter of Bowie with a buffer. Butler states the comprehensive plan indicates a buffer and there have been discussions at Parks and Landscape board meetings but what is appropriate as requirements go? Would 30' of natural buffer work? Anderson suggests low maintenance design unless a group, such as a neighborhood HOA would include within their annual budget. Rainey agrees and wishes for existing trees to remain and any additions to follow the approved tree list. Collins notes 30' is approximately the width of the court room and landscape (whether existing or added) would act as insulation for light pollution as well as facing any lights away from the park. The Parks and Landscape board suggested 150' as a buffer and the proposed development adjacent to Bowie shows 25' buffer. Butler noted other area parks use a variety of items to create buffers and this can be an area for walking trails or greenway as well. Butler asked if there is a proper way to

set and administer the standards for buffers. City Manager Collins affirms that both design standards and subdivision regulations identify and discuss buffer zones. This would need to be closely mirrored by ordinance for enforceability, similar to unkept property. Other considerations would be property setbacks as a larger rear setback would automatically create a larger buffer zone. Collins suggests a joint work session with the BOC prior to the April PC meeting. NO ACTION.

7. Discussion, Richvale Estates Site Plan, Phases 1 and 2 – Some of the larger issues include rights of way, roads shown off center of ROW, taking up more ROW than allowed which may require dedication or purchase of additional, water lines under the roadway and WADC is looking into this further, with similar issues for both phases submitted. Plans were submitted in December, city reviewed and replied and received resubmittal right before Christmas and we had additional comments on the latest submittal. There are still several larger issues to be corrected and we have tried to get away from contingent approvals. Collins noted when he reviewed with staff there were more issues to be resolved than he was under the impression of. City engineer Kevin Blackburn stated Phase 1 had 58 notes and Phase 2 had 42. Several of those items have since been taken care of but there are still too many safety and design concerns to move forward. Butler, Jenkins and Anderson relayed concerns of approval when staff doesn't feel it is ready acknowledging the general policy of no conditional approvals. Sullivan confirmed if items were addressed the request would be on the February agenda.

Motion: Jenkins – table until the February 20201 Planning Commission meeting
Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Mr. Anderson	x	___	___	___
Ms. Rainey	x	___	___	___
Mr. Butler	x	___	___	___
Mr. Cali	x	___	___	___
Mr. Jenkins	x	___	___	___
Mrs. Qualls	x	___	___	___
Mrs. Schulist	x	___	___	___
Ms. Senyard	x	___	___	___

OLD BUSINESS - none

BONDS AND LETTERS OF CREDIT

1. Nashville Lumber, Performance Bond, Mike Manners – The performance bond has been set at \$292,500 and will be posted before construction commences. NO ACTION.
2. Fairview Assisted Living, Performance Bond, Donnie Cunningham – The performance bond has been set at \$426,300 and it will be posted before construction commences. NO ACTION.

Reports for Discussion and Information

- City Planning Staff, Micah Sullivan, offers congratulations to the members elected to serve as officers. Congrats again to Brandon Butler as chairperson and congrats to the ladies

noting they will receive lots of emails and phone calls and thanks them in advance for the random times they will be needed throughout the year.

- City Manager, Scott Collins, states the responsibility is his for the last item noting a conversation was held last Friday and he was under the impression there were only simple language clean-ups needed. On Monday he learned this was not the case and there were more substantive issues. He reached out to the developer and engineer in an attempt to mitigate but that he should have gotten more detail. Staff has attended three meetings in as few months to work through the project and as late as noon yesterday received drawings that are not complete. Referencing the resolutions as part of the Planning Commission packet, this is part of the work to clean up how information comes to the PC. Resolutions will provide a document that can easily be referenced. We will maintain a resolution book for the Planning Commission as we do for the BOC and backup documents will be attached to the resolution. The format presented tonight likely won't be the final version but is a starting point. Collins has been working hard on typing up zoning revisions, which is a LOT of work. He does not anticipate any action on zoning at the February meeting but hopefully will for the March meeting and then forward to the BOC. There hasn't been a delay in the process, it is just time consuming. WE anticipate slow, medium and high densities for residential zoning and then will break down along with commercial applications and then overlay and apply to the map. The BOC is holding a public work session at 5:00 next Thursday with the developer for the Neighborhood at Bowie Park. If the PC members can attend it could benefit both groups.
- City Engineer, Kevin Blackburn, notes this is his second day off full-time work at Fairview and it has been the most exciting, thrilling two days of his career. They have been action-packed as we have a lot of work to do. The right team is on board and we look for 2021 to be a busy but productive year and he appreciates the opportunity.
- City Attorney, Tim Potter, states 2021 has had an inauspicious beginning so far but he thinks it will get better.

COMMUNICATION FROM THE PLANNING COMMISSION MEMBERS

- Mr. Anderson thanked the members for their confidence noting he enjoys serving on this board.
- Mr. Cali – no comments
- Mr. Butler noted there is still an open Planning Commission seat with applications being accepted through the fourteenth. Reminder of the work session next week prior to the Board of Commissioners meeting.
- Mr. Jenkins states a hallmark of good leadership is humility and thanks city manager Collins for demonstrating it. Jenkins proposes an email list to better communicate current project proposals and other happenings in the city. Collins advises he discussed just that a few weeks ago with our IT Director along with a newsletter so we are working in that direction.
- Mrs. Qualls offered her congratulations to the new officers and wished them good luck.
- Ms. Rainey - no comments
- Mrs. Schulist notes she is happy to be the new secretary and she thinks she knows what she has gotten herself into. She works from home so should be available and able to help out as needed.
- Ms. Senyard appreciates representatives being present for proposed project as it shows they care. Excited about the Vintage Millwork press release today as they have a lot to add to our city.

ADJOURNMENT – Motion to adjourn by Anderson at 8:32 p.m.