

MUNICIPAL PLANNING COMMISSION

October 08, 2019 Regular Meeting at 7 p.m.

Brandon Butler, Chairman
Daniel Jenkins, V Chairman
Mike Anderson, 1st Secretary
Salvatore Cali, 2nd Secretary
John Blade, Mayor

Derek Burks, Commissioner
Jim Power
Sheree Qualls
Hayley Schulist

Present: Butler, Jenkins, Anderson, Cali, Blade, Power, Qualls, Schulist

Absent: - Burks

Staff Present: City Manager Scott Collins, Public Works Director/Codes Inspector
Micah Sullivan, City Engineer Kevin Blackburn

- **Butler called meeting to order 7:00P.M.**
- **Opening Prayer and Pledge** – Butler led prayer and pledge.
- **Approval of Agenda** –Butler stated minutes deferred to next month. Blade made a motion for approval. Jenkins Seconded. Vote taken; all were in favor.
- **Citizen Comments** (limited to the first five citizens to sign in and three minutes each)
None

Approval of Minutes: September 10, 2019- Deferred until next month.

NEW BUSINESS

1. Annexation Request, Property located on Taylor Road, Fairview, TN (Map 42, Parcel 77.03). 1.42 Acres. Property owned by Innovated Construction.
Tim Mangrum present to represent. Sullivan stated property on Taylor Road has gone to BOC and is coming here for approval and Plan of Services approval. Power made a motion for approval. Anderson Seconded. Vote was taken; All were in favor.
2. PC 2019-03, A Resolution to Adopt Revisions to the Subdivision Regulations for the City of Fairview, Tennessee.
Sullivan stated a couple months ago he believes they came to them and had a couple of things that they had brought up that they wanted to make changes 3 that follow: This one is regarding the concept plan and who can submit that. Before they had said that a Tennessee licensed Engineer had to be the one that did that but being a concept plan there's not much more than an idea on paper, there's no construction plans that go with it, no Engineer is required, so they are taking that out, as they can see. "It shall be prepared in a manner that clearly illustrate and describe proposed development and provide information required" and there is a list of that same information that would be required there already, just taking out that a State Engineer required to do that. Blade made a motion to approve. Qualls Seconded. Vote Taken; all were in favor.
3. PC 2019-04, A Resolution to Adopt Revisions to the Subdivision Regulations for the City of Fairview, Tennessee.
Sullivan stated this is the same situation different section, it is clearing up the preparation for the concept plans, it was in there twice and they had to review it

twice. Blade made a motion to approve. Qualls Seconded. Vote Taken; all were in favor.

4. PC 2019-05, A Resolution to Adopt Revisions to the Subdivision Regulations for the City of Fairview, Tennessee.

Sullivan stated this is the 3rd of the three, it is regarding the as-built drawings, currently once a development finishes, the last thing they require is an as-built drawing. It's kind of the full picture of what has been done, they can take it back and look at construction plans and so forth; what was suppose to be, what is and kind of overlay those and this goes into the requirements for that, ask Kevin to talk about this more. Blackburn stated the main thing is the PDF and paper plans, their asking that the PDF is to scale also cad files that they can import into our mapping software so they can see so they can overlaid on other sites to see how one specific development may impact another or one that's being proposed. It's just moving things into the electronic age of information and just kind of giving them a way to be able to site improvements. Butler stated that very exciting news to have that technology it's a big step from where we are. Schulist asked is that going forward from today. Butler stated it would be past year and; Sullivan stated it would be two readings, so this month we will have a second reading next on month that at that point, will set that date for that to go into effect. Collins stated it will require two readings and a public hearing, so they will schedule the public hearing at the next meeting. Cali made a motion to approve. Blade Seconded. Vote taken; all were in favor.

BONDS

1. Otter Creek Subdivision, Phase One, Section One, Irrevocable Standby Letter of Credit, reduced to amount \$304,000.00.

Butler ask Mr. Blackburn does he have anything. Blackburn stated no. Sullivan stated with Otter Creek Subdivision Will Owen had started that, done all the construction plans and he is continuing with that, these numbers are coming from Will Owen from his original calculations moving forward with the rest of this development. Power made a motion for approval per the Engineers recommendation. Qualls Seconded. Vote taken; all were in favor.

2. Otter Creek Subdivision, Phase One, Section Two, Irrevocable Standby Letter of Credit, Reduced Amount \$258,000.00

Butler asked is this the same. Sullivan stated yes. Power made a motion for approval. Jenkins Seconded. Vote taken; all were in favor.

3. Otter Creek Subdivision, Phase One, Section Three, Irrevocable Standby Letter of Credit, Amount of Performance Bond \$684,000.00 and Stabilization Bond \$80,000.00.

Butler asked any additional information on this subdivision it's a future phase. Sullivan stated this is the phase they are calling it an addition, it's basically the third section of this phase but it's being tagged on with that it will be the road that connects out to Taylor Road, that's why they wanted to get it in Phase One. Will Owen went through all these construction drawings and he's the one that set both of these amounts. Qualls made a motion for approval. Cali Seconded. Vote was taken; all were in favor.

Reports for Discussion and Information

- City Planning Staff – Sullivan stated everything's rocking in Planning if they have any issues with anything that we send out let us know. He's any email away may not get right back to them but he will get back to them as quick as he can and make sure what we send out we make sure it's as correct as it can be and if there is anything that results in questions tried to get those answered for them.
- City Manager – Collins stated just three things tonight, 1st of all Mr. Sullivan & Mr. Blackburn have really been doing a lot of work in the Planning Department, they've talked about this for some time about transitioning through but the Mayor and him had a conversation about this after their weekly staff meeting for Planning and Public Works. The turn around internally is beyond words what he can describe as positive for us and he's not saying that simply because Micah & Kevin are here he's saying it because it's true. If they look at where we are today where we were a year ago and where we will be a year ago there's no comparison, he can't thank them enough for the work, time and effort they have put in but it's clearly noticeable where we are. 2nd thing Fairview Station Subdivision, which is the Residential Subdivision behind Westwood Elementary School, they may recall there was discussion about the extension of that bond, specific discussion was sidewalks and infrastructure there, that bond was set at \$65,000 and there was some discussion about the developer transferring an amount equaling to 75% of that or \$48,750.00 into the City's newly created sidewalk fund so we could make improvements outside of the City. Collins stated he has been in touch with Mr. Gordon which is the representative of the development, thinks they are familiar with Mr. Gordon, they have agreed to provide the \$48,750.00 before the expiration of the subdivision maintenance bond which expires on November 8th, so what they will likely do upon receipt of those funds which he anticipates that to be as early as Thursday. He will notify the Planning Commission that we've received those funds then we will simply allow that bond expire, that would be the standard process for that. If it turns out they decide not to proceed with that then we would give them notice to calling the bond 14 days ahead of the expiration date however we expect to receive those funds prior to the 14-day deadline. 3rd he is going to be sending out an email regarding some training schedules, some work to be done, they may recall last year part of this year, we done some substantial work to accept the Fairview Comprehensive 2040 Plan, it has been accepted it has not been adopted. We are working on some things internally to get us started for the 1st quarter of calendar 2020 a part of that is going to be the formal adoption by ordinance of The Board of Commissioners for the acceptance and the adoption of the 2040 Comprehensive Plan, a component of that will be the Land Use Map. The Land Use Map will be largely governed by The Planning Commission, the purpose of The Land Use Map is to guide our growth and to guide our planned infrastructure, infrastructure that the City invest in to direct the growth in the areas that they've decided by virtue of the plan that they want to grow. Schedule right now is to have The Land Use component of the Comprehensive Plan adopted by The Planning Commission at it's April 2020 meeting. We would then have the 1st reading of that ordinance by The Board of Commissioners, their 2nd meeting in April and formally adopted at the 1st meeting in May of The Board of Commissioners, which means we're going to at least have a couple of Work

Sessions of the Planning Commission specifically for consideration of The Land Use Map. There are some things that they need to consider, The Board of Commissioners is looking at a Bond issue in the 4th quarter of calendar 2020 to help us with some infrastructure needs, that's not going to be successful unless they have The Land Use Map adopted and they mirror our bond issue to the growth that we want to facilitate. So, as they see some emails come out for training in schedules, he would like to be able to schedule a work session in late January, another one in late February, possibly one in March, so they can move forward with that plan, as they see that just know those work sessions will be hugely important. If they need to do it on a Saturday, he can make a Saturday work, knows everyone is busy through the week but he's talking more than a few hours at each meeting. If they see that just know that is an unbelievably important component for Fairview's future as we employ that plan, just pay attention to their email.

- City Engineer – Blackburn stated in speaking on The Land Use Map, something he is working on with Micah is also setting up a mapping system which kind of goes back to the as-builts and having a mapping system for the City that can store data, use to kind of plan out projects, identify issues in the field, come up with game plans on improvements, also showing zoning and the land use. Of Course, all those things help to expedite decisions and everything forward, that's one of the efforts he's working on right now.
- City Attorney – Not present

• **COMMUNICATION FROM THE PLANNING COMMISSION MEMBERS**

Burks – Not present

Schulist – Nothing

Anderson – Nothing

Power- Nothing

Cali – Cali stated this Thursday the Governor has made a proclamation for a day of fasting and prayer, so just wanted to remind everyone to pray for the state and fast.

Qualls – Nothing

Blade- Nothing

Jenkins – Nothing

Butler – Butler stated thank you to the staff the strides we're making they appreciate so much.

ADJOURNMENT – Butler stated he

Chairperson

Secretary