

# **MUNICIPAL PLANNING COMMISSION MINUTES**

November 10, 2020 Regular Meeting at 7 p.m.

**Brandon Butler, Chairman**  
**Mike Anderson, Vice Chair**  
**Daniel Jenkins, 1<sup>st</sup> Secretary**  
**Salvatore Cali, 2<sup>nd</sup> Secretary**

**Debby Rainey, Mayor**  
**Derek Burks, Commissioner**  
**Sheree Qualls**  
**Hayley Schulist**  
**Emilee Senyard**

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

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

- Butler called meeting to order at 7:00 p.m.
- Roll call by Johnson

	Present	Absent
Anderson	x	_____
Burks	x	_____
Butler	x	_____
Cali	x	_____
Jenkins	x	_____
Qualls	x	_____
Rainey	x	_____
Schulist	x	_____
Senyard	x	_____

- Opening Prayer and Pledge led by Butler
- Approval of Agenda

Motion: Anderson

Second: Rainey

	YES	NO	ABSTAIN	RECUSE
Anderson	x	_____	_____	_____
Burks	x	_____	_____	_____
Butler	x	_____	_____	_____
Cali	x	_____	_____	_____
Jenkins	x	_____	_____	_____
Qualls	x	_____	_____	_____
Rainey	x	_____	_____	_____
Schulist	x	_____	_____	_____
Senyard	x	_____	_____	_____

- Citizen Comments
  - Terry Benefield stated today is the first he has heard anything about The Neighborhood at Bowie Park development. This shows a lower entrance on

Wayne's Lane which is where he lives and has concern over the traffic (has there been a study or is one required?), the effect on wildlife and property values. He needs as much information as possible on this project.

- Approval of Minutes: October 13, 2020 regular meeting

Motion: Anderson

Second: Jenkins

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	x	___	___	___
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

#### **NEW BUSINESS -**

1. Final Plat, Cumberland Estates, Phase 3 and 3A. 49 Building Lots on 16.02 Acres. Map: 47, Parcel: 66.04. Property Owners: Cumberland Estates, LLC – Jenkins read staff comments.

Motion: Burks

Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	x	___	___	___
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

2. Master Development Plan, The Neighborhood at Bowie Park. 181 Building Lots on 124.43 Acres. Current Zoning: RS-40. Proposed Zoning: R-20 Planned Overlay Development. Map: 43, Parcel: 26. Map: 43 E A, Parcel: 6. Property Owner: Charles Grove. Dan Allen was present to discuss the project noting there is still some ongoing work with the deeds regarding some old access easements. Senyard questioned the calculations of space between the sidewalk and garage for parking and Allen noted they typically provide 18-20' of space in developments to allow for parking without overlapping the sidewalk. Senyard questioned side setbacks and if any consideration had been given to the HVAC location. Allen noted he would need to discuss that with the builder but thinks they could work something out. Schulist asked if street lights had been specified yet offering concern because this development is so close to the park. She requested night-sky-rated for the least impact. Allen noted they would work

with city staff and utilities and want to be respectful of the location. The questions of how to handle access to the park, hours of park operation and how a boundary would be set were briefly discussed and Collins noted any discussions related to infrastructure would have to be by the Board of Commissioners and require written agreements. Items such as access to the park, streetlights and addressing traffic on Cox Pike would be for BOC review and approval. It was questioned whether the proposal meets cluster mailbox requirements in phase one and the answer was yes. Two estate lots are noted on the plan and Allen stated those would be way out as a soft Phase 6. Plans for the 25' buffer indicated between the development and park were questioned, as in would that area be undisturbed or would underbrush be cleared. Sullivan read a plan note indicating a riparian landscape buffer with local Tennessee plants. Jenkins questioned the current and future land use maps versus this proposal. The future land use designates the area as medium density residential so this fits. There is language on the plans indicating a 25' buffer around the park, do we feel comfortable with that distance? Butler asked whether the lots that back up to park property might be enlarged as a transition. Allen noted it is still early as they haven't fully developed the stormwater area yet but might be able to make those lots a little bigger (but not a lot). Butler asked Collins to review the project process. Collins stated if this passes tonight it moves to the Board of Commissioners. The first BOC meeting will be a first reading and the second one would consist of a public hearing and a second reading before it would be approved. The BOC would also have the opportunity to mandate certain changes conditional for approval. The site plan would then return to the Planning Commission for approval on what would be constructed. So tonight's vote is simply a recommendation to the Board of Commissioners.

Motion: Anderson to approve  
Second: Qualls

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	x	___	___	___
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

3. Annexation and Plan of Services, Resolution 26-20. Northwest Highway Annexation. Map: 21, Parcel: P/O 56.00. 5.38 Acres. Property Owners: Jingo Building Group, LLC – Michael Williams representing Jingo Building Group and Tony & Melissa Cavender property items on the agenda. This parcel is adjacent to property owned by the city of Fairview at 1801 Elrod Road, location has potential for city park space. The parcel is currently zoned MB-1 with the county and requested to be annexed as R-20 zoning. Sidewalks could be added to access the city park space and the 650-acre development just north of Elrod (formerly known as Brownlyn Farms). Northwest Highway is a city street in need of improvements and the developer is willing to deed right-of-way to help with these improvements. The parcel lies within

the urban growth boundary for the 2020 and 2040 comprehensive plans and aligns with medium density zoning proposed for the 2040 land use map. The developer looks to provide high-quality, higher end product. (Butler excused himself from the meeting just prior to this agenda item.)

Motion: Schulist to approve  
Second: Qualls

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	___	___	___	x
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

4. Rezoning, Northwest Highway Rezoning. Map: 21, Parcel: P/O 56.00. Current Zoning: N/A. Proposed Zoning: R-20. 5.38 Acres. Property Owners: Jingo Building Group, LLC. The question of current zoning was brought up and this property is currently zoned MG-1 by Williamson County. Micah Sullivan noted the previous discussion to annex both properties with R-20 zoning.

Motion: Senyard to approve  
Second: Rainey

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	___	___	___	x
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

5. Annexation and Plan of Services, Resolution 27-20. 7282 Northwest Highway Annexation. Map: 21, Parcel: 56.02. 9.94 Acres. Property Owners: Tony and Melissa Cavender – Anderson read staff comments.

Motion: Qualls to approve  
Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	___	___	___	x
Cali	x	___	___	___

Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

6. Rezoning, 7282 Northwest Highway Rezoning. Map: 21, Parcel: 56.02. Current Zoning: N/A. Proposed Zoning: R-20. 9.94 Acres. Property Owners: Tony and Melissa Cavender – Anderson read staff comments

Motion: Jenkins to approve

Second: Qualls

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	___	___	___	x
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

(Butler returns to the meeting as chairperson just prior to the reading of item #7)

7. Rezoning, White's Landscaping. 7302 Henderson Drive. Map: 023 J B, Parcel: 15.00. Current Zoning: R-20. Proposed Zoning: CG – Commercial General. 1.0 Acre. Property Owners: White's Landscaping, LLC. Jenkins read staff comments. Cali noted he thought we were changing commercial to categories and Collins noted we are in the process but that won't be to the BOC for review until at least January. Cali noted this could turn into anything within commercial category until those changes are made. Butler questioned applicable design standards as the application mentions a pole barn. Sullivan noted he has held off on any building permits waiting on the results of this zoning request but it would be subject to a site plan and design review if zoning change were to be approved.

Motion: Qualls to approve

Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	___	x	___	___
Butler	x	___	___	___
Cali	___	x	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

8. Zoning Map Approval, Planning Staff. Micah Sullivan presents the current digitized zoning map noting no changes to zoning were made as this just updates to current zoning. A few parcels are shown in bright green indicating split zoning on the parcel. These are currently not changing but just being shown as they are so we can talk through them later. This will be posted to the website for everyone to access. Often on planning agenda items questions arise regarding the current zoning of a property and the zoning of surrounding properties. We are protecting a lot of property owner data that some other maps do show. Using the search bar you may look for a property by address, map/parcel or owner. Kevin has worked hours and hours on this project and reviewed ordinances, minutes and plats working to produce the best representation of existing zoning. This is a milestone for Fairview and a huge step away from the wall-mounted version that has been marked up countless times through the years. Collins suggests adopting the zoning map by resolution as a starting point. As we work toward our zoning changes we will overlay this map with the proposed land use map.

Motion: Cali to approve

Second: Rainey

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	x	___	___	___
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___
Senyard	x	___	___	___

**OLD BUSINESS -** none

**BONDS AND LETTERS OF CREDIT**

1. Performance Bond Reduction, Otter Creek Subdivision, Phase 1, Section 1. City engineer Kevin Blackburn notes the current bond is set at \$854,000 and suggests reduction to \$320,500.

Motion: Jenkins – to reduce the current bond to \$320,500

Second: Senyard

	YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___
Burks	x	___	___	___
Butler	x	___	___	___
Cali	x	___	___	___
Jenkins	x	___	___	___
Qualls	x	___	___	___
Rainey	x	___	___	___
Schulist	x	___	___	___

Senyard        x    \_\_\_    \_\_\_    \_\_\_

2. Performance Bond Reduction, Otter Creek Subdivision, Phase 1, Section 2. City engineer Kevin Blackburn notes the current bond is set at \$763,000 and suggests reduction to \$278,500.

Motion: Burks – to reduce the current bond to \$278,500  
Second: Jenkins

		YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___	___
Burks	x	___	___	___	___
Butler	x	___	___	___	___
Cali	x	___	___	___	___
Jenkins	x	___	___	___	___
Qualls	x	___	___	___	___
Rainey	x	___	___	___	___
Schulist	x	___	___	___	___
Senyard	x	___	___	___	___

3. Performance Bond Reduction, Whispering Winds Subdivision. City engineer Kevin Blackburn suggests a reduction from \$268,000 to \$156,600.

Motion: Burks to reduce the bond to \$156,600  
Second: Schulist

		YES	NO	ABSTAIN	RECUSE
Anderson	x	___	___	___	___
Burks	x	___	___	___	___
Butler	x	___	___	___	___
Cali	x	___	___	___	___
Jenkins	x	___	___	___	___
Qualls	x	___	___	___	___
Rainey	x	___	___	___	___
Schulist	x	___	___	___	___
Senyard	x	___	___	___	___

#### **Reports for Discussion and Information**

- City Planning Staff, Micah Sullivan – no comments
- City Manager Collins is glad to have Kevin Blackburn on board as full-time engineer beginning in January. This is an unbelievable step forward for us and we wouldn't have seen the new electronic zoning map without him. Collins thanked the PC members for their conversations tonight. The discussions on street lights and how they work was lacking in previous groups as well as discussion regarding sidewalk and driveway lengths. Those behind the scenes really appreciate those discussions up front. From a staff perspective, tonight's discussions are really encouraging. Collins thanks the members for their attention to detail noting it is an incredible step in the right direction.
- City Engineer, Kevin Blackburn, is really excited to be coming on full-time and looks forward to all the good things they will get done. He thinks he will really be able to make a difference. His family is on board and he is ready to get going.

- City Attorney – none

#### **COMMUNICATION FROM THE PLANNING COMMISSION MEMBERS**

- Anderson gave an amen to Burks' statement noting they have come a long way from rattling plans to today. He is humbled to be a part of the group and is thankful for the opportunity to serve.
- Burks stated this should be his last meeting and he appreciates the professionalism and hard work put forth noting this is one of the more difficult roles. When he started on the planning commission they were receiving packets in banker boxes and thanks to moving to digital submittals now everything is a .pdf. He appreciates all of the work put in by staff.
- Butler echoed thanks to the staff noting it is amazing to have Kevin coming over full time and thinks we stole one of the best ones out there and we are excited to have him on board.
- Cali - none
- Jenkins congratulated Kevin Blackburn on committing to Fairview as full-time engineer noting he thinks Kevin is a good human with a big heart. Jenkins thanked Collins for bringing him on and for allowing all his questions tonight.
- Qualls - none
- Rainey - none
- Schulist thanked the staff for their hard work and for what has been accomplished in the last 19 months as she has seen a lot of progress.
- Senyard comments the map is impressive and knows it took a ton of work. There's a lot of work going on everyday but the map really shows an example of that.

**ADJOURNMENT** – Motion to adjourn by Jenkins at 8:00 p.m.

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City Recorder