

OFFICIAL MINUTES OF THE MEETING
GOODLETTSVILLE PLANNING AND ZONING COMMISSION

December 5, 2016

Goodlettsville City Hall
Massie Chambers

Present: Chairman Jim Galbreath, Vice Chairman Jim Driver, Mayor John Coombs, Commissioner Jeff Duncan, David Lynn, Grady McNeal, Jim Hitt, Bob Whittaker, Scott Trew, Tony Espinosa, Jerry Garrett

Absent: All present

Also Present: Addam McCormick, Tim Ellis, Jeff McCormick, Greg Edrington, Commissioner Zach Young, Mike Bauer, Rhonda Carson and others

Chairman Jim Galbreath called the meeting to order and Mr. Jerry Garrett offered prayer. It was noted that the agenda was revised from the published agenda to delete the request from Best Western until revised plans were ready to present.

Minutes of the November 7, 2016 Planning and Zoning Commission Meeting stand approved as written.

Item #1 Wade Circle Property/Chandler Surveying: Requests minor subdivision plat approval to combine two (2) properties into one 0.6 acre property at 620 Wade Circle. Property is zoned CSL, Commercial Services Limited. Property is referenced as Davidson County Tax/Parcel 02610000700. Property Owners: David Henley and Horace U and Betty G. Henley Living Trust. (9.1 16-16)

A representative for Chandler Surveying was not present when item #1 was first presented. Jerry Garrett made a motion to defer the item until later in the meeting to allow time for representation. Jim Driver seconded the motion. The motion passed unanimously 11-0.

Director of Economic Development, Jeff McCormick and Staff clarified that the site plan for this property was approved with combining of the two (2) lots at a previous meeting. Mayor Coombs stated this request is formality and made a motion to approve the request. Grady McNeal seconded the motion. Motion passed unanimously 11-0.

Item #2 Northcreek Business Park Lot 1 Section 13/HFR Design: Requests minor subdivision plat approval for a 1.5 acre property on Business Park Circle. Property is zoned GOPUD, General Office Planned Unit Development. Property is referenced as a portion of Sumner County Map 143J, Group F, Parcel 9.03. Property Owner: Northcreek, LLC. (9.1 17-16)

Staff reviewed and explained the request is to create a 1.5 acre property for Higgs Dentistry Development from the existing 11.7 acre property on Business Park Circle. Mr. John Keightley with Stillwater Construction represented the request. Based on Staff recommendations, and compliance of the subdivision regulation requirements, Mr. Jim Hitt made a motion to approve the request. David Lynn seconded the motion. The motion passed unanimously 11-0.

Item #3 Dr. Clark Higgs Pediatric Dentistry/Lukens Engineering Consultants: Request site plan approval for a 4,742 sq. ft. medical office building on 1.5 acres on Business Park Circle. Property is zoned GOPUD, General Office Planned Unit Development. Property is referenced as a portion of Sumner County Map 143J, Group F, Parcel 9.03. Property Owner: Northcreek, LLC. (9.1 18-16)

Staff reviewed. Addam McCormick discussed the new proposed building for Higgs Dentistry. He stated it was a 4,700 sq. ft./ one story building to be used as a medical office with twenty-eight (28) parking spaces proposed. Staff recommended approval with stipulations that additional landscaping be installed around the water service backflow preventer box and additional canopy trees be installed along Business Park Circle, which is required to meet the forty (40) feet on-center spacing of street canopy trees. Staff did note that the back portion of the property is within the Sumner County one hundred (100) year flood plain for Mansker Creek. The one hundred (100) year flood elevation is 437' and the proposed building finished elevation is 440.5'. Jim Lukens with Lukens Engineering represented the request and stated he agreed and understood the requirements Staff discussed. Mr. Grady McNeal made a motion for Conditional Approval based on the following:

1. Additional landscaping around backflow preventer box
2. Additional canopy trees to be installed/ right frontage of property

Mr. Tony Espinosa seconded the motion. Motion passed unanimously 11-0.

Item #4 515 Rivergate Parkway Office Building/Barge Cauthren & Associates/South East Venture Design Services: Request revised site plan for access drive connections. Property is zoned CSL, Commercial Services Limited. Property is referenced as Davidson County Tax Map/Parcel 02605013400. Property Owner: LL&E Holdings, LLC (9.1 19-16)

Staff reviewed. Addam McCormick discussed the proposed remodel plan for the building and property. The owners are improving the property with updating the building, landscaping and parking. Mr. McCormick showed the two (2) current driveway access points to the property and explained that the existing drives are two hundred-ninety (290') apart. The owners are requesting the driveway access point adjacent to the Goodlettsville Elementary School property be removed and install a new driveway access in the area of the existing Rivergate median opening. This opening is across the street from the Loden Vision Center driveway access point. He explained the separation between the proposed relocated driveway locations at 515 Rivergate Parkway will be one hundred-fifty (150') feet. It should be two hundred (200') feet according to the Zoning Ordinance section regarding minimum feet between driveways on this designated arterial street. The Board of Zoning and Sign Appeals granted the fifty (50') feet variance this evening at the scheduled Board of Zoning and Sign Appeals meeting prior to the Planning Commission meeting.

Mr. McCormick stated the speed limit in this area of Rivergate Parkway is forty (40) mph, therefore a thirty (30') feet curb radius will be required at the proposed new entrance. A stop bar with stop sign is also required.

John Gore with Barge Cauthren & Associates/South East Venture Design Services represented this request. He stated they are in agreement with all Staff comments.

Mr. Scott Trew suggested adding a sign stating right turn only for exiting of the Northeast entrance/exit. City Engineer Greg Edrington agreed that it would be beneficial.

Based on discussion and Staff recommendations, Jerry Garrett made a motion to Conditional approval based on the following:

1. Compliance of sidewalk and driveway ramps per city requirements
2. Curb return radius
3. Traffic markings and stop bar/stop sign
4. Installing a right turn only sign at the Northeast entrance/exit.

Scott Trew seconded the motion. Motion passed unanimously 11-0.

Item #5 Zoning Ordinance Amendment/Planning and Development Services Staff: Request recommendation to the City Commission to amend the Zoning Ordinance Section 14—213 Administration and Enforcement, Item (9) Conditional Use Permits and Appendix and A, Table 1 Land Use Activity Matrix regarding amendments to the conditional use permit review procedure for community extensive impact activities

Staff reviewed. Addam McCormick discussed with Planning Commission members the request to amend two sections of the zoning ordinance to change Community Extensive Impact facilities from an approved zoning activity to a conditional use review and approved process in the CS, Commercial Services and CG Commercial General Districts. The current ordinance includes the Industrial zoning districts to only be permitted by conditional use, He explained that the proposed amendment also would require the Planning Commission to act as an advisory board and examine the request before the case is presented to the Board of Zoning Appeals. Chairman Galbreath asked for clarification of the role of an advisory board and if action or a vote would be required with these reviews. Mr. McCormick stated the Planning Commission would just review the case and give an opinion on the impact it could have on the City based on their experience and interpretation. The Public hearing would then be held at the Board of Zoning and Sign Appeals meeting and that the Board would vote to approve or not approve the conditional use request. Based on staff comments, Mr. Tony Espinosa made a motion to approve the request and move forward to The City Commission. David Lynn seconded the motion. The motion passed unanimously, 11-0

Item #6 Zoning Ordinance Amendment/Planning and Development Services Staff: Request recommendation to the City Commission to amend the Zoning Ordinance Section 14-208 Supplementary District Regulations, Item (4) Site and Architectural Design Standards and the Design Guidelines to define requirements for industrial projects and non-residential projects in residential zoning districts.

Staff reviewed. Mr. McCormick discussed the proposed amendment and stated the main goal is to make the zoning ordinance and design guidelines consistent. He discussed the changes and asked for input from the Board of the proposed changes. Grady McNeal expressed his approval and stated it was more specific and would allow architects and designers a better overall direction when designing a project in the City. Board members discussed current projects in the City and design standards.

Based on Staff comments, Grady McNeal made a motion to approve the request and forward to the City Commission. Bob Whittaker seconded the motion. The motion passed unanimously 11-0

Item #7 Zoning Ordinance Amendment/Planning and Development Services Staff: Request Recommendation to the City Commission to amend the Zoning Ordinance Section 14-213 Administration and Enforcement, Item (9) Conditional Use Permits and Appendix A, Table 1 Land Use Activity Matrix to incorporate provisions for tourist oriented limited manufacturing activities.

Staff reviewed. Mr. McCormick discussed the proposed amendment. The goal is to allow limited scale manufacturing uses in certain commercial zoning districts in the City. The idea is that retail sales and services is required to be twenty-five (25%) of the facility and the facility would be limited to 10,000 sq. ft. The proposed ordinance process includes a conditional use review and approval process through the Board of Zoning and Sign Appeals. He discussed different types of businesses this could attract to the City.

Based on Staff comments, Jerry Garrett made a motion to approve the request and forward to the City Commission. Commissioner Jeff Duncan seconded the motion. The motion passed unanimously 11-0.

Item #8 Zoning Ordinance Amendment/Planning and Development Services Staff: Requests recommendation to the City Commission to amend the Zoning Ordinance Section 14-208 Supplementary District Regulations to incorporate temporary family healthcare structures in single family residential zoning districts. **Deferred from November 7th Meeting.**

Staff and Planning Commission members discussed the request to incorporate temporary family healthcare structures in single family residential zoning districts. Mr. McCormick reviewed State law that was recently adopted (July 2016) regarding this issue. He presented the proposed ordinance to include the state law and discussed some limited revisions.

After discussion, Jerry Garrett made a motion for deferral until the City attorney can review and clarify the City's exact position with regards to State Law.

Jim Hitt seconded the motion. The motion passed unanimously 11-0.

Item #9 Planning and Development Services Staff requests approval of the 2017 Planning Commission Meeting and Plan Submittal Schedule.

Staff reviewed the proposed 2017 dates for Planning Commission Meetings and Plan Submittal schedule. It was noted that the September Planning meeting has changed to Tuesday the 12th due to Labor Day Holiday and a conflict with the City's 9-11 program in the auditorium.

Mayor Coombs made a motion to approve the 2017 calendar. Jim Hitt seconded the motion. Motion passed unanimously 11-0.

Discussion Items:

Mayor Coombs announced the retirement of Vice Chairman Jim Driver from the Planning Commission. He expressed gratitude for Mr. Driver's years of service and dedication to the City and the citizens of this community.

Addam McCormick discussed a request for Staff to approve minor site plans and subdivision plats, minor site plans for small parking areas, building additions that are less than 10-20% of the existing building and parking area footprints. He explained that this will be helpful in reducing

time and allow minor subdivisions to be completed quicker than the monthly review and meeting timelines. He thought it should increase efficiency of the Planning Commission meetings.

Staff and Planning Commission discussed different options for future training requirements.

Meeting adjourned at 6:05.

Jim Galbreath, Chairman

Rhonda Carson, ECD Assistant