MINUTES OF MEETING OF THE BRENTWOOD PLANNING COMMISSION

BRENTWOOD, TENNESSEE

The regular meeting of the Brentwood Planning Commission met on Tuesday, April 4, 2017 at 7:00 p.m. at the Brentwood Municipal Center.

Present were Chairman Janet Donahue, Stevan Pippin, Commissioner Ken Travis, Carole Crigger, Jack Moriarty, Jack Fletcher, John Magyar, Sandi Wells and John Church. Chris Clark was absent.

The Pledge of Allegiance was led by a Scout from Troop 1.

Mr. Pippin moved for approval of the minutes from the March 6, 2017 meeting as written; seconded by Mr. Magyar. Approval was unanimous.

**CONSENT AGENDA**

Chairman Donahue recused herself on Item #12 - BPC1703-013 Revised Preliminary Plan – Sneed Manor Subdivision, South Side of Old Smyrna Road, Zoning AR.

**Item 1: BPC1611-011 - Revised Final Plat – R.L. Harmon Property, 951 Edmondson Pike, Zoning R-1**

Delta Associates, Inc. requested approval of a revised final plat that reconfigured the boundaries of Lots 1 and 2 in the R.L. Harmon subdivision.

A plat for the property was originally recorded in August 2003 (PB P36, PG 5).

The following table detailed the changes.

|  |  |  |
| --- | --- | --- |
| LOT # | ORIGINAL PLAT (AC) | PROPOSED PLAT (AC) |
| 1 | 1.77 | 4.15 |
| 2 | 4.38 | 2.01 |
|  | 6.15 | 6.16 |

A residential sprinkler system is required for the future structure on Lot Two due to its distance from the street.

Staff recommended approval of the revised final plat subject to the following conditions:

1. Verify if the required grinder pump fee has been paid for Lot Two. If not, the fee shall be required as part of the recording of the revised final plat.
2. Approval of a final plat by the planning commission shall become effective upon the date of the last signature required on the plat for recording. The initial vesting period shall be for a period of five years after approval.
3. Add the following note to the final plat:

*This final plat is subject to a vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  Upon expiration of the vesting period, development of the property shown on this plat may be subject to standards other than those that were applicable during the vesting period.  The vesting period for this plat expires on , unless extended by the City of Brentwood.  Persons relying on this plat after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

(Planning and Codes Department staff will insert the expiration year for the plat at the time the plat is ready for recording and may also make changes to the wording of the above note as necessary to carry out the intent of Standard Requirements 1, 2 and 3 below.)

1. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
2. Provide the Planning staff with a digital copy of the proposed subdivision section and the entire project. This request is consistent with Article 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
3. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
4. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
5. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
6. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
7. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on April 4, 2017. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 2: BPC1702-011 - Revised Hillside Overlay Review – 1428 Robert E. Lee Lane, Stonehenge Subdivision, Section Three, Lot 108, Zoning R-2

Scott Hiebert requested approval of a revised Hillside Protection Overlay Site Plan for the lot located at 1428 Robert E. Lee Lane. The proposed revisions included:

* The roofline of the front elevation lowered 4 feet;
* Two dormers changed to a single dormer in the center;
* On the rear elevation, the center section of roof would match the existing roofline and a dormer would be added;
* On the North and South elevations the roofline was lowered and simplified. A larger garage door was added.

The footprint of the house remained unchanged from the previous planning commission approval.

The house is currently under construction.

Staff recommended approval of the revised hillside overlay plan subject to the following conditions:

1. If hydrant flow test is required, contact water department to schedule test and provide water system conditions.
2. A Hillside Protection site plan shall be vested for a period of three years from the original date of approval.
3. Revised building plans shall be submitted for review by City staff.
4. Add the following note to the Hillside Protection Site Plan;

*This Hillside Protection site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***October 3, 2019****,* *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
2. Add the following note to the plans that are to be submitted for building permit review: “This document certifies that the building materials specified in the Planning Commission approval of this project (BPC1609-014) are likewise provided for in the plans submitted. Any deviation from the approved building materials will negate any staff approval of said plans. Proposed changes to project specifications will be submitted to the Planning Commission for further consideration.
3. The property developer/owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
4. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
5. Provide the Planning staff with a digital copy of the proposed subdivision section and the entire project. This request is consistent with Article 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun. The required inspections must also be completed before a certificate of completion is issued for the project.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
10. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 3: BPC1703-009 - Hillside Protection Overlay Site Plan Review – Taramore Subdivision, Phase Ten, Lot 196 – 9521 Nottaway Lane, Zoning OSRD

Barlow Builders, LLC requested consideration of a Hillside Protection site plan for Lot 196 located at 9521 Nottaway Lane within Phase 10 of the Taramore subdivision.

|  |  |
| --- | --- |
| 9521 NOTTAWAY LANE. -- TARAMORE | |
| Lot Area (sf) | 42,930 |
| Total Area of Home (sf) | 5,887 |
| Heated Area (sf) | 4,883 |
| Impervious Area (sf) | 6,850 |
| Green Space Provided (%) | 84.04% |
| Green Space Required (%) | 40% |

The proposed building elevations included light colored brick, stone accents, and a shingled roof.

Staff recommended approval of the hillside overlay plan subject to the following conditions:

1. A Hillside Protection site plan shall be vested for a period of three years from the date of the original approval.
2. Add the following note to the HP site plan;

*This Hillside Protection site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4, 2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. A residential fire sprinkler system is required for the future structure that will be constructed on the lot. Plans submitted for a building permit shall include the appropriate details of the required residential sprinkler system.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
8. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
9. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
10. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
11. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
12. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
13. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 4: BPC1703-010 - Hillside Protection Overlay Site Plan Review – Taramore Subdivision, Phase 13, Lot 137 – 2003 Ivy Crest Drive, Zoning OSRD

Pulte Homes of Tennessee requested consideration of a Hillside Protection site plan for Lot 137 located at 2003 Ivy Crest Drive within Phase 14 of the Taramore subdivision.

|  |  |
| --- | --- |
| 2003 IVY CREST DRIVE -- TARAMORE | |
| Lot Area (sf) | 24,958 |
| Total Area of Home (sf) | 4,375 |
| Heated Area (sf) | 3,222 |
| Impervious Area (sf) | 5,566 |
| Green Space Provided (%) | 78% |
| Green Space Required (%) | 40% |

The proposed building elevations included beige colored brick, shake siding, and a dark shingled roof.

Staff recommended approval of the hillside overlay plan subject to the following conditions:

1. A Hillside Protection site plan shall be vested for a period of three years from the date of the original approval.
2. Add the following note to the HP site plan;

*This Hillside Protection site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4, 2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. A residential fire sprinkler system is required for the future structure that will be constructed on the lot. Plans submitted for a building permit shall include the appropriate details of the required residential sprinkler system.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
8. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
9. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
10. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
11. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
12. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
13. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 5: BPC1703-016 - Hillside Protection Overlay Site Plan Review – Glen Abbey Subdivision, Section Three, Lot 74 – 9531 Glenfiddich Court, Zoning OSRD

Turnberry Homes, LLC requested consideration of a Hillside Protection site plan for Lot 74 located at 9531 Glenfiddich Court within Section Three of the Glen Abbey subdivision.

|  |  |
| --- | --- |
| 1874 BARNSTAPLE LANE – MORGAN FARMS | |
| Lot Area (sf) | 22,342 |
| Total Area of Home (sf) | 5,507 |
| Heated Area (sf) | 4,303 |
| Impervious Area (sf) | 6,382 |
| Green Space Provided (%) | 71.5% |
| Green Space Required (%) | 40% |

The proposed building elevations included light brick, shake siding, and dark shingle roof.

Staff recommended approval of the hillside overlay plan subject to the following conditions:

1. A Hillside Protection site plan shall be vested for a period of three years from the date of the original approval.
2. Add the following note to the HP site plan;

*This Hillside Protection site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4, 2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. A residential fire sprinkler system is required for the future structure that will be constructed on the lot. Plans submitted for a building permit shall include the appropriate details of the required residential sprinkler system.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. All applicable security, that meets the requirements of Article Eight of the Brentwood Subdivision Regulations must be received by staff for all required roadway, drainage, street lighting, water, sewer, buffer landscaping, signage and amenity improvements before the plat for the first phase of the project can be signed by the Planning Commission Secretary for recording. The landscaping security shall be posted in an amount equal to one hundred ten percent (110%) of the total cost of the materials and installation of the improvements.
8. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
9. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
10. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
11. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
12. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
13. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 6: BPC1703-011 - Minor Site Plan Alteration – Crockett Elementary School, 9019 Crockett Road, Zoning SI-2

Williamson County Schools requested approval of a revised site plan that proposed the construction of a roof structure above an existing concrete pad located in the playground area at the southwest corner of the property. The structure would be pre-fabricated steel with a shingle roof. The area under roof measures 1,620 square feet.

Staff recommended approval of the minor site plan alteration subject to the following conditions:

1. Approval of a site plan by the Planning Commission shall be vested for a period of three years from the date of the original approval.
2. Add the following note to the site plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4, 2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
6. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
7. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
10. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 7: BPC1703-008 - Revised Final Plat – Wilhelm Subdivision, 600 Forest Park Drive, Zoning R-2

Chapdelaine & Associates Land Surveyors requested approval of a revised final plat for the Wilhelm subdivision that created one new lot having an area of one-acre. The plat was originally approved by the Planning Commission in August 2006.

Staff recommended approval of the revised final plat subject to the following conditions:

1. Approval of a final plat by the planning commission shall become effective upon the date of the last signature required on the plat for recording. The initial vesting period shall be for a period of five years after approval.
2. Add the following note to the final plat:

*This final plat is subject to a vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  Upon expiration of the vesting period, development of the property shown on this plat may be subject to standards other than those that were applicable during the vesting period.  The vesting period for this plat expires on* *, unless extended by the City of Brentwood.  Persons relying on this plat after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

(Planning and Codes Department staff will insert the expiration year for the plat at the time the plat is ready for recording and may also make changes to the wording of the above note as necessary to carry out the intent of Standard Requirements 1, 2 and 3 below.)

1. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
2. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
3. All applicable security, that meets the requirements of Article Eight of the Brentwood Subdivision Regulations must be received by staff for all required roadway, drainage, street lighting, water, sewer, buffer landscaping, signage and amenity improvements before the plat for the first phase of the project can be signed by the Planning Commission Secretary for recording. The landscaping security shall be posted in an amount equal to one hundred ten percent (110%) of the total cost of the materials and installation of the improvements.
4. A Maintenance Agreement and Storm Water System Long-Term Operation and Maintenance Plan for all storm water structures and facilities must be prepared, submitted and approved per Section 56-43 of the Brentwood Code.
5. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
6. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
10. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 8: BPC1703-022 - Revised Building Elevations – Twice Daily’s Convenience Store, 8101-A Moores Lane, Zoning C-2

Tristar Services requested consideration of revised building elevations for the Twice Daily’s convenience store located in front of Home Depot.

A proposed wall sign was presented to the planning commission in December, 2016. A condition of approval of the plan was that the sign plan had to comply with the requirements of the Sign Code. Upon submittal of the sign plan, staff informed the applicant that the signs did not meet the requirements of the Code.

To comply with the Sign Code the applicant redesigned the front façade and revised building elevations were submitted. The proposal extended the front wall of the building in order for the proposed wall sign to comply with the requirements of the sign ordinance. The extended front wall would be faced using EIFS.

Staff recommended approval of the revised building elevations subject to the following conditions:

1. A site plan shall be vested for a period of three years from the date of approval. Approval of a preliminary plan shall become effective upon the date the planning commission votes to approve the plan.
2. Add the following note to the site plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***December 5,***  ***2019***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
9. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
10. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
11. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
12. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 9: BPC1703-019 - Revised Site Plan – Virginia Way Plaza, 5141 Virginia Way, Zoning C-1/SR

Ragan Smith Associates requested consideration of a revised site plan of the building located at 5141 Virginia Way. The proposal included a 5,271 square foot addition under the existing building on the first floor.

Fourteen covered parking spaces would be removed to accommodate the new addition. Nine parking spaces would be added to the site by re-striping and converting some of the parking spaces to compact spaces. Three new parking spaces would be added behind the building and one on the northeast corner of the lot. The proposal met all parking and landscaping requirements.

Staff recommended approval of the revised site plan subject to the following conditions:

1. Provide a water and sewer availability request form.
2. A site plan shall be vested for a period of three years from the date of the original approval.
3. Additional public works project fees will be required before the building permit will be issued.
4. Add the following note to the site plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4, 2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. Add the following note to the plans that are to be submitted for building permit review: “This document certifies that the building materials specified in the Planning Commission approval of this project (BPC1703-019) are likewise provided for in the plans submitted. Any deviation from the approved building materials will negate any staff approval of said plans. Proposed changes to project specifications will be submitted to the Planning Commission for further consideration.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. All applicable security, that meets the requirements of Article Eight of the Brentwood Subdivision Regulations must be received by staff for all required roadway, drainage, street lighting, water, sewer, buffer landscaping, signage and amenity improvements before the plat for the first phase of the project can be signed by the Planning Commission Secretary for recording. The landscaping security shall be posted in an amount equal to one hundred ten percent (110%) of the total cost of the materials and installation of the improvements.
8. A Maintenance Agreement and Storm Water System Long-Term Operation and Maintenance Plan for all storm water structures and facilities must be prepared, submitted and approved per Section 56-43 of the Brentwood Code.
9. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
10. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
11. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
12. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
13. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
14. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
15. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 10: BPC1703-001 - Limited Duration Event – Food Truck Rally, Brentwood High School – 5304 Murray Lane, Zoning SI-2

Brentwood High School requested approval of a limited duration event to conduct a food truck rally on the school grounds on Friday, April 28th. The event would be from 10:30 am to 1:00 pm and would provide approximately 20 food trucks located in the “senior” parking lot. The event would be for students only and not open to the public.

Student vehicles would park in the lot while the food trucks are on-site. The trucks would park on the west side of the lot in the traffic lane nearest the cars. The most western lane (nearest the sidewalk/school) would remain open as a fire lane.

Staff recommended approval of the limited duration event subject to the following conditions:

1. The event shall comply with all applicable requirements as included in Ordinances 2017-01 & 02.
2. All participating food trucks shall be registered and permitted with the City.
3. The event shall comply with applicable sections of the Municipal Code. The levels of music amplification and public address activity will be governed by the requirements of the noise ordinance. Every effort will be made to mitigate the noise generated by the site.
4. All ingress and egress points must remain clear and accessible at all times during the event. Emergency responders shall have access to the site at all times.
5. Install a temporary barrier at key locations to separate pedestrians from vehicle traffic.
6. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
10. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 11: BPC1703-006 - Revised Site Plan – Brentwood High School – 5304 Murray Lane, Zoning SI-2

Perry Engineering, LLC, requested approval of a revised site plan that proposed the conversion of the existing grass football field to field turf.

WCS is in the process of developing an expansion plan for the high school campus. The replacement of the turf on the football field is the first of three phases of the project. When completed, the revised plans would return for review by the Planning Commission.

The plan was under development and exact site calculations had not been established at this time.

Staff recommended approval of the revised site plan subject to the following conditions:

1. A site plan shall be vested for a period of three years from the date of approval. Approval of a preliminary plan shall become effective upon the date the planning commission votes to approve the plan.
2. Add the following note to the site plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4,***  ***2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
6. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
10. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
11. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
12. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 12: BPC1703-013 - Revised Preliminary Plan – Sneed Manor Subdivision, South Side of Old Smyrna Road, Zoning AR

Sneed Manor Development Company, Inc. requested consideration of a revised preliminary plan for the Sneed Manor subdivision. The proposal eliminated the boulevard style entrance and reduced the front setback for all eight lots.

The proposed plan requested the Planning Commission approve a reduction in the front yard setback from 175’ to 125’, an option provided to the Planning Commission as part of Ordinance 2017-04, which was approved by the City Commission on final reading on March 27, 2017. The proposed reduction met the requirements of the recent ordinance amendment.

Staff recommended approval of the revised preliminary plan subject to the following conditions:

1. All gates and guardhouses shall be located at least 50 feet from the public right-of-way, per the requirements of the Code.
2. A preliminary plan for a subdivision shall be vested for a period of three years from the date of approval. Approval of a preliminary plan shall become effective upon the date the planning commission votes to approve the plan.
3. Add the following note to the Preliminary Plan:

*This preliminary plan is subject to a vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  Upon expiration of the vesting period, development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The vesting period for this plan expires on* ***July 5, 2019****, unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final plat within the three-year vesting period following approval of the preliminary plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. Approval of a final plat by the planning commission shall become effective upon the date of the last signature of approval required on the plat for recording. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the subdivision, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary plan.
3. No gates, structures, or guardhouses for a private street subdivision shall be placed on public right-of-way. All gates and guardhouses shall be located at least 50 feet from the public right-of-way. Guardhouses and gate structures shall be approved by staff from the Engineering Department, the Police Chief, and the Fire Chief, and shall include a standard system, acceptable to the City, for gate operation access to the subdivision. At minimum, gates shall be constructed to permit opening in emergencies by bolt-cutters or breakaway panels. Under no circumstances shall the City or emergency services providers be responsible for the repair of damage to the gates or structures associated with an emergency response into the subdivision.
4. The developer/property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
6. All applicable security, that meets the requirements of Article Eight of the Brentwood Subdivision Regulations must be received by staff for all required roadway, drainage, street lighting, water, sewer, buffer landscaping, signage and amenity improvements before the plat for the first phase of the project can be signed by the Planning Commission Secretary for recording. The landscaping security shall be posted in an amount equal to one hundred ten percent (110%) of the total cost of the materials and installation of the improvements.
7. Approval of the preliminary plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) must be submitted to the Planning Department for review.
8. Development of the proposed private street subdivision shall comply with all requirements as detailed in Section 78-12 of the zoning ordinance and Article 6.9 of the Subdivision Regulations.
9. Temporary street signs having a sign face width of 6", a letter height of 4", and that meet the height standards of TDOT, must be installed before a building permit can be issued.
10. A Maintenance Agreement and Storm Water System Long-Term Operation and Maintenance Plan for all storm water structures and facilities must be prepared, submitted and approved per Section 56-43 of the Brentwood Code.
11. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
12. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
13. All legal instruments pertaining to the establishment of the property owner’s association and responsibility for the maintenance of the open space areas, including but not limited to master deeds, bylaws and declarations of covenants shall be approved as to legal form by the city attorney and subject to review and approval by the city's director of planning. The documents must be recorded with the first phase of the development and updated to include each subsequent phase.
14. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
15. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
16. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
17. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
18. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 13: BPC1703-015 - Revised Building Elevations – 55 South Restaurant, CityPark Brentwood – 7031 Executive Center Drive, Building F, Suite 101, Zoning C-2

Remick Moore Architects requested approval of revised building elevations for the 55 South Restaurant in City Park. The proposal included:

* A 274 square foot patio area enclosed with a 36” black decorative aluminum fence;
* Eight two-top patio tables and seating to accommodate sixteen people, and
* Two new storefront doors.

No patio umbrellas were proposed.

Staff recommended approval of the revised building elevations subject to the following conditions:

1. Additional public works project fees will be required before any building permits are issued.
2. A site plan shall be vested for a period of three years from the date of approval. Approval of a preliminary plan shall become effective upon the date the planning commission votes to approve the plan.
3. Add the following note to the site plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***April 4,***  ***2020***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
6. All applicable security, that meets the requirements of Article Eight of the Brentwood Subdivision Regulations must be received by staff for all required roadway, drainage, street lighting, water, sewer, buffer landscaping, signage and amenity improvements before the plat for the first phase of the project can be signed by the Planning Commission Secretary for recording. The landscaping security shall be posted in an amount equal to one hundred ten percent (110%) of the total cost of the materials and installation of the improvements.
7. A Maintenance Agreement and Storm Water System Long-Term Operation and Maintenance Plan for all storm water structures and facilities must be prepared, submitted and approved per Section 56-43 of the Brentwood Code.
8. The minimum fire flow requirements for Brentwood are 1,000 gpm @ 20 psi. This requirement can be reduced if every structure within the subdivision is required to have an automatic fire sprinkler system installed in accordance with NFPA standards and requirements.
9. Provide the Planning staff with a digital copy of the entire project. This request is consistent with Section 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
10. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
11. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
12. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
13. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
14. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
15. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 14: BPC1703-002 - Revised Site Plan – Brentwood Place Shopping Center, 330 Franklin Road, Zoning C-2

By request of the applicant, this item was deferred from the agenda.

Commissioner Travis moved for approval of the items on the Consent Agenda; seconded by Mr. Pippin. Approval was unanimous.

# REGULAR AGENDA

**Item 1: ORDINANCE 2017-06 - AN ORDINANCE AMENDING MUNICIPAL CODE REGARDING BUILDING AND MECHANICAL PERMIT FEES AND PLANNING COMMISSION AND BOARD OF ZONING APPEALS SUBMITTAL FEES**

**Mr. Magyar moved to recommend to the Board of Commissioners approval of Ordinance 2017-06; seconded by Mr. Pippin. Approval was unanimous.**

**Item 2: ORDINANCE 2017-07 - AN ORDINANCE REZONING PROPERTY LOCATED AT 9714 SPLIT LOG ROAD FROM R-2 (SUBURBAN RESIDENTIAL) ZONING DISTRICT TO THE SI-2 (SERVICE-INSTITUTION-EDUCATIONAL) ZONING DISTRICT**

**Comments from Citizens**

**Jason Grant, 1626 Oakhall Drive**

**Mr. Fletcher moved to recommend to the Board of Commissioners approval of Ordinance 2017-07; seconded by Mr. Magyar. Approval was unanimous.**

Item 3: BPC1702-010 - Limited Duration Event – Witherspoon Subdivision, Parade of Homes, Lots 3, 4, 150, through 153, Section One, South side of Crockett Road, Zoning OSRD

Ragan Smith Associates requested approval of a Parade of Homes event at the Witherspoon subdivision. The parade is scheduled for October 7 – 22 and would showcase six luxury homes. The parade is expected to draw between 10,000 – 20,000 visitors. The parade hours would be 11 a.m. to 7 p.m. daily.

On October 5th a preview party would be held. Approximately 500 industry professionals would gather for an awards ceremony and get an early viewing of the six parade homes.

Permits had been issued for all six show houses.

**Comments from Citizens**

**Jason Grant, 1626 Oakhall Drive**

Staff recommended approval of the limited duration event subject to the requirements of the staff report.

Mrs. Crigger moved for approval of the request subject to the following conditions being met to the satisfaction of staff:

1. The applicant, in coordination with staff, shall evaluate the need for additional traffic control, for evenings, weekends and other and peak times and shall provide the additional personnel as required.
2. Correct the location of the entrance drive to match the existing drive to the temporary parking area.
3. The property developer/owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
4. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
5. Provide the Planning staff with a digital copy of the proposed subdivision section and the entire project. This request is consistent with Article 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, Zone 5301, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun. The required inspections must also be completed before a certificate of completion is issued for the project.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
9. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
10. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Commissioner Travis seconded; approval was unanimous.

Item 4: BPC1703-007 - Preliminary Site Plan – 1537 Franklin Road, West side of Franklin Road, Zoning C-2

By request of the applicant, this item was deferred from the agenda.

Item 5: BPC1703-018 - Revised Site Plan – Additional Temporary Portable Classrooms – Kenrose Elementary School, 1702 Raintree Parkway, Zoning SI-2

Ragan Smith Associates requested approval of a revised site plan that proposed the addition of two additional portable classrooms on the southeast corner of the site.

One of the new portables would be a single classroom and include an area of 1,008 square feet, which would accommodate 25 students. The other would be a double classroom measuring 1,848 square feet.

The structures would not be connected to water or sewer service. Students would use the existing fixtures located inside the main building. However, the structures would be connected to the fire alarm system in the main building.

A prefabricated aluminum ramp would provide handicap access to each unit.

The two new portables would be located on the southern end of the school site adjacent to the circular drive that is gated at both ends to restrict traffic using the drive.

Currently there are four existing portables on site.

**Comments from Citizens**

**Jason Grant, 1626 Oakhall Drive**

Staff recommended approval of the revised site plan until the opening of the new Split Log Road Elementary school and subject to the requirements of the staff report.

Mr. Pippin moved for approval of the request subject to the following conditions being met to the satisfaction of staff:

1. Install a 4’ tall black vinyl coated chain link fence to surround all of the portables to separate students from traffic. Revise the plans accordingly.
2. Approval of the revised site plan shall remain valid until the new elementary school is opened on Split Log Road (August 2018). WCS shall request extensions to the approval, if necessary to allow staff and Planning Commission review before the approval expires.
3. The existing portables shall be removed from the site within 60-days of the opening of the new Split Log Road Elementary School.
4. The units shall be anchored in accordance with the applicable requirements of the building code.
5. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
6. Complete building plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
7. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
8. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
9. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
10. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
11. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
12. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Magyar seconded; approval was unanimous.

**Item 6: BPC1703-023 - Revised Site Plan – The Crossings at Brentwood, 9045 Church Street East, Zoning C-1/C-2**

Ragan Smith Associates requested approval of a revised site plan that proposed the revisions of two aspects of the project.

* Lowered FFE, from 820’ to 818’, which lowers the wall in front by 2’ and increases the wall at the rear of the building by 2’.
* Use of a segmental block reinforced retaining walls throughout the site as opposed to a gravity wall section.
* Addition of a generator in the area adjacent to the solid waste storage area.

The building elevations changed slightly related to the areas that bump out from the main building. The exterior materials included brick, hardiplank siding, standing metal seam canopies, wood trim and shingled roof. The total area of the building remained unchanged at 198,750 square feet.

Sewer and water services would be provided by Metro.

Staff recommended approval of the revised site plan subject to the requirements of the staff report.

Mrs. Wells moved for approval of the request subject to the following conditions being met to the satisfaction of staff:

1. The site shall be developed in accordance with the recommendations of the Traffic Impact Study. Additionally, recommendations from the Neel-Shaffer review shall be incorporated into the plan, to include:

* Short extension of WB left turn lane at Overlook
* Signing on Church Street
* Separate NB left/right turn lanes on Overlook at Church (pavement markings only)

1. The area in and around the existing cemetery shall be monitored by an archaeologist during the clearing phase of the operation. Should any additional graves be found they will be clearly marked and left undisturbed. The property owner shall fund the cost of the archeologist and provide the report for staff review upon completion of the clearing.
2. Revise the plan to include a decorative fence located around the existing cemetery. The fence material shall be constructed of wrought iron. Add a detail of the fence to the plans.
3. Add a detail of the generator enclosure to the plans.
4. If the proposal is approved, revised building plans shall be submitted for review by staff within 30-days of the approval.
5. A site plan shall be vested for a period of three years from the date of approval. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
6. Add the following note to the Commercial Site Plan;

*This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on* ***February 1, 2019***, *unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.*

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. Add the following note to the plans that are to be submitted for building permit review: “This document certifies that the materials specified in the Planning Commission approval of this project (BPC1703-0) are likewise provided for in the plans submitted. Any deviation from the approved building materials will negate any staff approval of said plans. Proposed changes to project specifications will be submitted to the Planning Commission for further consideration.
4. Approval of the site plan does not constitute approval of the signage plan. All signs must comply with the Brentwood Sign Ordinance. A comprehensive sign package including all signs (temporary or permanent, wall or ground) shall be submitted to the Planning Department for a compliance review.
5. A Maintenance Agreement and Storm Water System Long-Term Operation and Maintenance Plan for all storm water structures and facilities must be prepared, submitted and approved per Section 56-43 of the Brentwood Code.
6. All mechanical equipment including ground and roof level electrical transformers, heat and air conditioning equipment and similar facilities shall be screened from public view per the requirements of Section 78-246 (l) of the zoning ordinance.
7. Unenclosed guarded electrical service equipment on the exterior of the building in commercial and service institutional districts shall be limited to mandatory disconnects and metering equipment only. All other service equipment shall be placed in an enclosed area of a structure.
8. Ground and roof level electrical transformers, heat and air conditioning equipment and similar facilities shall be screened from public view per the requirements of Section 78-246 (l) of the zoning ordinance.
9. The following requirements must be coordinated with the Chief Building Official and Planning & Codes Department prior to the issuance of a building permit:

* Solid waste disposal areas shall be constructed of materials to match the exterior of the proposed building and screened from public view
* The exterior of the proposed building shall be constructed of materials to be architecturally compatible with the existing buildings.
* A driveable roadway surface and water service to the site must be in place and inspected by City staff before a building permit can be issued.
* All construction traffic shall access the site from the lower designated road in Article VII, Vehicle Access Control, in the Brentwood Municipal Code. Add a note to the plan that reflects this requirement.
* Before a certificate of occupancy can be issued, an application for a sales and business tax certificate must be submitted to the City.
* The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.

1. Please coordinate the following requirements with the Fire Marshal:

* A supra lock box with a master key is required at the entrance of the building.
* Landscaping or other site improvements shall not obstruct any fire protection equipment.
* Install fire hydrants so that no portion of the building is more than 500 feet from any hydrant as measured by the equipment route.
* The Fire Department connection shall be no more than 100 feet from any fire hydrant.
* The building shall have approved address numbers in a location that is plainly visible and legible from the streets on which the building fronts. The numbers shall contrast with the background of the building.
* Fire lanes shall be established around the fire hydrant and fire department connection and marked with free standing signs with the words “FIRE LANE - NO PARKING OR STANDING.”
* The post indicator valve must be located a minimum of 40 feet from the building;
* The pavement directly adjacent to the building should be capable of supporting the imposed load of fire apparatus (approximately 60,000 lbs.).

1. Failure to comply with any condition of approval as required may result in re-appearance before the Planning Commission to address any deficiencies. Delays of project actions may also occur, such as issuance of permits recordation of the final plat and extensions to approvals.
2. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
3. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
4. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
5. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on **April 4, 2017**. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Church seconded; approval was unanimous.

# OTHER BUSINESS

**Monthly Security Report**

Commissioner Travis moved for approval of the monthly security report; seconded by Mr. Pippin. Approval was unanimous.

# ADMINISTRATIVE INFORMATION

The Planning and Codes monthly report was distributed to the Commissioners.

The April calendar was distributed.

Being no further business, the meeting adjourned at 8:45 pm.

APPROVED May 1, 2017 Deborah Hedgepath Deborah Hedgepath, City Recorder