MINUTES OF MEETING OF THE BRENTWOOD PLANNING COMMISSION

BRENTWOOD, TENNESSEE

The regular meeting of the Brentwood Planning Commission met on Tuesday, January 8, 2019 at 7:00 p.m. at Brentwood City Hall.

Present at roll call were Chairman Janet Donahue, Commissioner Ken Travis, Chris Clark, John Magyar, Brandon Oliver, Stevan Pippin, Sonna Robinson and Sandi Wells. John Church and Carole Crigger were absent. Staff present were Jeff Dobson, Kirk Bednar, Jay Evans, Kristen Corn, Mike Harris, Steve Foster, Todd Petrowski, Katie Jardieu, Holly Earls, and Darek Baskin.

Mr. Oliver moved for approval of the minutes from the December 3, 2018 meeting as written; seconded by Commissioner Travis. Motion passed 8-0.

**CONSENT AGENDA**

Item 1: **BPC1812-001 Final Plat – Preserve at Arden Woods, 6391 Fischer Court, Zoning R-2**

Ragan Smith Associates requested approval of a final plat that created four lots and one open space tract on approximately ten acres. Lots two through four will share a driveway access.

The existing home on lot four is to remain.

Staff recommended approval of the 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/developer 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. 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. 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) must be submitted to the Planning Department for review.
4. Complete 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.
5. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
6. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
7. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
8. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 2: BPC1812-002 Revised Final Plat - Motheral Subdivision, 9581 Liberty Church Road, Zoning R-2

CESO, Inc. requested approval of a revised final plat that created one additional lot. The existing home will remain on Lot 1 and that lot will have an area of approximately four acres. Lot Two will have an area of 1.67 acres.

The proposed plat also incorporated a right-of-way dedication of 21,045 square feet (0.48 acres).

Staff recommended approval of the Revised Final Plat subject to the following conditions:

1. The existing shed, labeled to be removed on the plat, shall be removed from Lot Two before the plat will be signed for recording.
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/developer 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. 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. 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) must be submitted to the Planning Department for review.
4. Complete 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.
5. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
6. Grinder Pumps and associated sewer lines shall be installed in accordance with plans approved by the Brentwood Water Services Department. Force mains or grinder pumps shall not be located under structures, driveways, or concrete slabs unless specifically approved by the Water Services Department. The developer shall furnish the City, for all designated lots with pressurized grinder pump sewer the cash equivalent of $1900 per pump for each lot subject to the determination of the Water Services Director. The payment shall be provided before the plat may be recorded. The cash equivalent is required to minimize the replacement expenses in the future (7-10 years). This requirement is consistent with Section 70-132 of the Municipal Code
7. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
8. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
9. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 3: BPC1812-003 Revised Building Elevations - Westgate Office Building, 1648 Westgate Circle, Zoning C-2/SR

H. Michael Hindman Architects requested approval of revised building elevations for the building, currently under construction at 1648 Westgate Circle. The proposed changes included:

1. Changing the previously approved oatmeal color brick to light grey color brick;
2. Changing the previously approved center portion of building on south side from copper metal composite panels to stone panels.

Staff recommended approval of the proposed 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 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 February 5, 2021, 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. 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 (BPC1812-003) 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.
6. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
7. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
8. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
9. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
10. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 4: BPC1810-004 Revised Site Plan – Sonic Drive-In, 1618 Franklin Road, Zoning C-2

JTMJ Architecture requested approval of a revised site plan for the Sonic Drive-In located at 1618 Franklin Road. The proposal included the enclosure of a portion of at the front of the existing building having an area of 124 square feet to expand the carhop area. The existing building area is 1,392 square feet. With the improvements the area of the building will be 1,516 square feet.

The proposal also included new windows, doors, and building materials on the front portion of the building. Updated landscaping in the front of the building was also proposed.

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

1. 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) must be submitted to the Planning Department for review.
2. The proposed sign on the parapet is located above the apparent roofline of the building and not permitted by the Sign Ordinance. Provide complete dimensions of all existing and proposed signs. This includes the poster board signs on the right and left elevations. Revise the plans as required.
3. Approval of the proposed site plan shall be vested for a period of three years from the date of the original approval.
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 January 2, 2022, 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. 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. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
7. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
8. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
9. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
10. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Pippen moved for approval of the items on the Consent Agenda; seconded by Mr. Magyar. Approval was unanimous.

# REGULAR AGENDA

**Item 1:** **ORDINANCE 2018-18 - AN ORDINANCE PROPOSING AMENDMENTS TO CHAPTER 78, ARTICLE VI OF THE MUNICIPAL CODE ZONING ORDINANCE, SPECIFICALLY SECTION 78-459 REGARDING PROVISIONS FOR SHARED OFF-SITE PARKING IN SERVICE INSTITUTION (SI) ZONING DISTRICTS**

Mr. Clark moved to recommend to the City Commission approval of Ordinance 2018-18. Ms. Robinson seconded; approval was unanimous.

**Item 2:** **PUBLIC HEARING -- PROPOSED FOUR STORY BUILDING, EXCEEDING 46 FEET IN HEIGHT – VIRGINIA SPRINGS, LOT THREE, 5501 VIRGINIA WAY, ZONING C-1/SR**

Section 78-205(9) of the Brentwood Municipal Code required that a Public Hearing be conducted prior to the approval of a new four-story office building.

Ragan Smith Associates requested consideration of a plan that proposed the construction of a second four-story office building having an area of 106,000 square feet on a 13.76-acre tract. The building area reflected the request for Phase Two of the project only. The tract is located at the intersection of Virginia Way and Granny White Pike.

On October 3, 2016 the Planning Commission approved a site plan for the first office building also having a leasable area of 106,000 square feet.

The revised Master Plan for the project included the construction of two four-story buildings each having a total leasable area of 106,000 square feet for a total of 212,000 square feet on the tract.

The special restrictions attached to Ordinance 2007-26 permit the construction of four buildings on two lots having a total area of 472,000 sf. The tractor supply buildings, as approved by the Planning Commission include an area of 260,000 sf.

Public hearing was opened on the proposed four-story office building. No one was present to speak either for or against the revisions. Public hearing was closed.

**Item 3:** **BPC1812-005 Revised Master Plan – Virginia Springs, Intersection of Granny White and Virginia Way, Zoning C-1/SR**

Ragan Smith Associates requested approval of a revised master plan for the Virginia Springs development. The proposed change included the elimination of the previously approved parking garage.

Mr. Oliver moved for approval of the revised master plan subject to the following conditions being met to the satisfaction of staff:

1. Development of the project shall comply with all Special Restrictions included as part of Ordinance 2007-26 and Ordinance 2007-27.
2. A preliminary master plan shall be vested for a period of three years from the date of the original approval.
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 January 8, 2022, 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. 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 shall construct or provide full funding for all traffic improvements recommended in the traffic impact study prepared by RPM Transportation Consultants, LLC, dated November, 2007. For those improvements for which completion is recommended at later stages of the development, the C-1/SR Property Owner may provide a letter of credit, satisfactory in form to the City, guaranteeing completion of the recommended improvements.
5. 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) must be submitted to the Planning Department for review.
6. Complete 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. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project 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. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Commissioner Travis seconded; motion was approved unanimously.

**Item 4:** **BPC1812-006 Site Plan - Virginia Springs, Phase Two, Intersection of Granny White and Virginia Way, Zoning C-1/SR**

Ragan Smith Associates requested approval of a site plan for Phase Two of the Virginia Springs Office Development. The proposal included construction of a second four-story, 106,000 square foot office building (leasable) with 396 parking spaces. The building height is labeled as being 59’ 8” tall. The previously proposed parking garage and future building connector have been removed from the plan.

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| --- | --- | --- | --- | --- |
| ***BUILDING/IMPROVEMENT*** | ***LOT #*** | ***LOT AREA (AC)*** | ***BUILDING AREA (SF)*** | ***COMMENTS*** |
| *POWELL PARK* | *ONE* | *24.02* |  | *Parkland / Open Space Area* |
| *TRACTOR SUPPLY* | *TWO* | *17.20* | *260,000* | *Two Connected Buildings & Parking Garage* |
| *VIRGINIA SPRINGS, PH. ONE* | *THREE* | *13.76* | *106,000* | *Under Construction* |
| *VIRGINIA SPRINGS, PH. TWO* | *106,000* | *Proposed* |
| *TOTAL BUILDING AREA* | | | ***472,000*** |  |

The exterior of the new building will mirror the materials used on Phase One, which is currently under construction.

The southerly side of the new office building is designated as a “Dark Zone” per the Special Restrictions placed on the project pursuant to Ordinance 2007-26, which rezoned the property to C-1/SR. Additionally, parking lot lights in the designated “Dark Zones” as shown on the plan shall be turned off from 10:00 PM to 6:00 AM, except for those lights needed for the safety of tenants around the perimeter of the building.

Mr. Oliver moved for approval of the site plan subject to the following conditions being met to the satisfaction of staff:

1. The vehicle charging stations shall be located in an area where they will be protected from damage. City staff must approve the revised locations.
2. Provide additional information for the proposed lighting at the rear of building Two.
3. Vehicle access to reach and maintain the park area shall be provided, via easement to the City through the future parking lots on both office sites.
4. The public easement for parking, as required by the Special Restrictions shall remain in full force. If modifications to the easement are necessary, they shall be completed before a building permit will be issued for Phase Two of the project.
5. Development of the project shall comply with all Special Restrictions included as part of Ordinance 2007-26 and Ordinance 2007-27.
6. Approval of a site plan shall be vested for a period of three years from the date of the original approval.
7. 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 January 8, 2022, 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. The dark zones are intended to prevent visibility of the interior of the buildings and interior lighting at night from the adjacent residential properties. In addition, parking lot lights in the designated “Dark Zones” shown on the Master Plan shall be turned off from 10:00 PM to 6:00 AM, except for those lights needed for the safety of the tenants around the perimeter of the building.
6. Where a retaining wall exceeds 30 inches in height, provide fall protection fencing on top of the wall. Provide a detail of the proposed fencing if required.
7. All parking areas located within 25 feet of an arterial or collector road must be screened by a permanent landscaped berm and evergreen hedge, containing plant species suitable for urban conditions and measuring at least 30 to 36 inches in height at the finished grade of the parking area. This will be required along the frontage of Virginia Way. However, there are underground utilities present in this area between the parking lot and Virginia Way and a landscape berm will not be suitable over the utilities.
8. Verify compliance with Section 78-205(11)b. regarding the parking lot landscape islands. Verify island width, area, and spacing requirements have been met.
9. The property owner shall construct or provide full funding for all traffic improvements recommended in the traffic impact study prepared by RPM Transportation Consultants, LLC, dated November 2007. For those improvements for which completion is recommended at later stages of the development, the C-1/SR Property Owner may provide a letter of credit, satisfactory in form to the City, guaranteeing completion of the recommended improvements.
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. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
12. 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 (BPC1812-006) 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.
13. A Letter of Credit, meeting the requirements of Article Eight of the Subdivision Regulations is required to ensure the installation of all required landscaping, and any infrastructure/utility improvements. This Letter of Credit must be submitted to the Planning Department as part of the permit application.
14. All existing trees that are to remain must be protected through the length of the construction. Please revise the tree protection detail to reflect the following requirements:

* A protection barrier or temporary fence shall be installed at a minimum of four feet in height around the tree that is identified as protected. The tree protection barriers shall be constructed before the issuance of any permits, and shall remain intact throughout the entire period of construction.
* The tree protection barrier shall be constructed of a metal material securely fastened to a wood frame composed of two-by-four inch (minimum) structural members with cross braces, or another form of substantial barrier reviewed and approved by the City Engineer. (see Appendix A)
* The tree protection barrier shall be installed to the limits of the critical root zone or a minimum distance of one and one-half times the radius of the dripline, as measured from the trunk of the protected tree [i.e., if the radius of the drip line is 20 feet, the radius of the tree protection barrier shall be installed at a minimum distance of 30 feet].
* Any required excavation in or around the protection zone to accommodate underground services, footings, etc. shall be indicated on the plan, and shall be excavated by hand. In addition, related root pruning shall be accomplished via ANSI A-300-95 standard so as to minimize impact on the general root system.
* The storage of building materials or stockpiling shall not be permitted within the limits of or against the protection barriers.
* Trees within the protection barriers must be adequately cared for throughout the construction process (i.e., they must be watered sufficiently, particularly if the tree’s root system has been disturbed by excavation.) Fill shall not be placed upon the root system in such a manner as to endanger the health or life of the affected tree.

1. 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.
* Hydrants must be capable of flowing 1,500 GPM.
* Private hydrants must be painted yellow.
* 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 which 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.”
* 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. 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 78-206 (l) of the zoning ordinance.
2. 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.
3. Dumpster locations cannot be within 10 feet of any combustible walls, openings, or combustible roof eave lines.
4. Complete 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.
5. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
6. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
7. All previous conditions placed on the project by the Planning Commission shall remain applicable to the project.
8. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on January 8, 2019. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Pippen seconded; motion was approved unanimously.

# OTHER BUSINESS

**Monthly Security Report**

Mr. Magyar moved for approval of the monthly security report; seconded by Ms. Robinson. Approval was unanimous.

# ADMINISTRATIVE INFORMATION

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

The January calendar was distributed.

Being no further business, the meeting adjourned at 7:32 pm.

APPROVED: February 4, 2019 Holly Earls \_ Holly Earls, City Recorder