**MINUTES OF MEETING OF THE BRENTWOOD PLANNING COMMISSION**

**BRENTWOOD, TENNESSEE**

The regular meeting of the Brentwood Planning Commission met on Monday, June 7, 2021 at 7:00 p.m. at Brentwood City Hall.

Present at roll call were Chairman Janet Donahue, Commissioner Mark Gorman, Preston Bain, Chris Clark, Michael Kaplan, Brandon Oliver, Stevan Pippin, Sonna Robinson and John Vitucci. Carol Crigger was absent. Staff present were Jeff Dobson, Kirk Bednar, Jay Evans, Kristen Corn, Darek Baskin, Lori Lange, Todd Petrowski, and Allison Henry.

Mr. Kaplan moved for approval of the minutes from the May 3, 2021 meeting as written; seconded by Mr. Vitucci. Motion was approved 8-0 with Commissioner Gorman abstaining.

The Planning Commission presented a service award to John Magyar.

**CONSENT AGENDA**

Item 1:  **BPC2105-001 Revised PWSF – Sprint/T-Mobile, 5200 Maryland Way, Zoning C-1**

SureSite Consulting requested approval to replace six existing antennas and other associated equipment on the mechanical penthouse of the building located at 5200 Maryland Way. The new antennas will be mounted on the face of the building’s mechanical penthouse and painted to match the building.  All other equipment will be placed behind the penthouse wall and screened from public view.

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

1. Only the new antennas, are painted to match the building can be mounted on the face of mechanical penthouse. All other equipment and cabling must be located behind the mechanical penthouse.
2. A site plan shall be vested for a period of three years from the date of the original approval.
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 June 7, 2024, 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 (BPC2105-001) 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. 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. 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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 2: BPC2105-005 Revised Final Plat – Valentine Subdivision, 6016 Murray Lane, Zoning R-1 / R-2 – Applicant

Anderson, Delk, Epps & Associates requested approval of a revised final plat that subdivided the existing 6.7-acre lot into two lots each having areas of 3.377 acres and 3.366 acres respectively. The existing home on Lot 1 will remain.

The plat proposed a shared access using the existing driveway from Murray Lane.

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

1. Before the plat may be signed for recording, water and sewer services shall be installed for lot 2 at the locations shown on the plat.
2. Label both lots as “Transitional” and “Hillside Protection”.
3. Remove the building envelopes from the HP areas to comply with Sec. 78-343(3) of the Code. The minimum setback must be at least 50 feet away from the any area having an elevation of >/= 850 feet.
4. All items labeled to be removed on the plat must be removed before the plat will be signed for recording.
5. 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.
6. Add the following note to all pages of 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. 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, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
2. Any new dwelling constructed more than 500 feet from a public roadway or authorized private roadway providing vehicle access to the dwelling shall be protected through an automatic residential fire sprinkler system installed in accordance with NFPA standards and requirements and approved by the fire chief or a designee.
3. 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.
4. It is the policy of the U. S. Postal Service that mail delivery to all new and extended developments use centralized delivery, via cluster box units (CBU). It is the responsibility of the customer (developers and builders) to provide the necessary mail receptacle equipment. Show/label an area on the plan to accommodate the cluster box units. Developers must receive approval from the USPS before mail service can begin.
5. Proof of USPS approval of the proposed method of mail delivery shall be provided as part of the submittal of the final plat for review by the Planning Commission. Please contact the USPS for approval of the proposed location and design of the CBU delivery/pick-up location. The proposed location must be shown on the final plat.
6. Per the requirements of Appendix Seven of the Subdivision Regulations, in lieu of individual mailboxes an address post shall be permanently placed in concrete at the end of each driveway, within the street right-of-way, or private ingress/egress easement displaying the assigned address for the structure. The address post must be installed before a Certificate of occupancy will be issued for the future structure. Refer to this Article for additional information.
7. Add the following Grinder Pump note to the plat:

The developer/owner shall furnish the City, for all designated lots with pressurized grinder pump sewer the cash equivalent of $1,900 per pump for each lot subject to the determination of the Water Services Director. The cash equivalent is required to minimize the replacement expenses in the future (7-10 years). Payment for replacement of the grinder pumps must be made at the time of the signing of the final mylar. This requirement is consistent with Section 70-132 of the Municipal Code.

1. 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.
2. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
3. Approval of the proposed plat shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 7, 2021 . Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 3: BPC2105-006 Revised Site Plan – Installation of Turf to the Football Field, Ravenwood High School, 1724 Wilson Pike, Zoning SI-2

FieldTurf USA, Inc. requested approval of a revised site plan that proposed the conversion of the existing grass football / soccer field to a synthetic turf system. No impervious area, buildings, or other structures will be altered or added as part of the project. The adjacent track surface, high jump surface, and all other areas outside the project site will remain unchanged.

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

1. City stormwater regulations must be met for the development of the turf field. A drainage area of 50 acres or less requires the 25-year storm post development flow be no greater than a 2-year pre-developed flow for the turf area.
2. A site plan shall be vested for a period of three years from the date of the original approval.
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 June 7, 2024, 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. Development will be required to minimize the impact to stormwater quality by applying structural and/or nonstructural management practices selected to address site-specific conditions. The goal for water quality treatment shall be 80 percent removal of the average annual total suspended solids (TSS) load. The water quality volume is that volume of stormwater runoff resulting from the first 1.0 inch of rainfall from a site per storm event. Please provide documentation meeting this requirement.
3. 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.
4. 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.
5. 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.
6. 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 (BPC2105-006) 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.
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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
8. 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.
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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 4: BPC2105-007 Minor Site Plan Alteration – Maryland Commons Lot L, 6-12 Cadillac Drive, Zoning C-2

Niles Bolton Associates requested approval of a minor site plan alteration that added six new pergolas to the interior courtyard at the Creekside Crossing buildings on Cadillac Drive. Four of the pergolas will be a bronze colored aluminum / stainless steel and two will be aluminum with a woodgrain finish.

Staff recommended approval of the proposed minor site plan revisions 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 June 7, 2024, 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 (BPC2105-007) 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. 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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
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. 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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 5: BPC2105-008 Final Plat – Witherspoon Subdivision, Section Eight, Zoning OSRD

Ragan Smith Associates requested approval of a final plat for Section Eight of the Witherspoon Subdivision. The plat created thirteen lots and four open space tracts on approximately twenty-two acres of land.

A total of 140 Lots have been recorded within the subdivision to date. The project included a total of 154 lots, including the estate lot, which is zoned R-2 along Crockett Road.

|  |  |  |
| --- | --- | --- |
| **Section #** | **# Lots** | **Recorded** |
| One | 13 | PB P65 PG 43 |
| Two | 35 | PB P65 PG 125 |
| Three | 11 | PB P67 PG 110 |
| Four | 32 | PB P68 PG 56 |
| Five | 17 | PB P70, PG 121 |
| Six | 17 | PB P72, PG 40 |
| Seven | 15 | PB P75, PG 84 |
| Eight |  |  |
|  |  |  |
| **TOTAL TO DATE** | **140** |  |

The proposed final plat does not affect the open space calculations for the project.

The required CBU’s for the section are located within the island in Joslin Court (OS 8).

The plat proposed a right-of-way dedication of 0.23 acres along the section’s frontage with Crockett Road.

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

1. With the recording of Section Eight, the terms of the purchase agreement, requires that the agreed upon additional price of $35,000 per lot, above 127 lots be forwarded to the Brentwood United Methodist Church and the City of Brentwood. This fee must be received upon the recording of the plat.
2. The installation of bikeways, pedestrian accessways, walking paths, or other improvements approved by the City as part of a preliminary plan, adjacent to or behind the section will be installed prior to recording of the plat. This requirement does not apply to sidewalks in or adjacent to the right-of-way
3. 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.
4. Add the following note to all pages of 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. Provide 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, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
2. 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.
3. 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.
4. Applicable security for all required roadway, drainage, utilities, water, sewer, and landscaping improvements in accordance with the requirements of Article Eight of the Brentwood Subdivision Regulations shall be provided before the final plat may be signed for recording.
5. Per the requirements of Appendix Seven of the Subdivision Regulations, in lieu of individual mailboxes an address post shall be permanently placed in concrete at the end of each driveway, within the street right-of-way, or private ingress/egress easement displaying the assigned address for the structure. The address post must be installed before a Certificate of occupancy will be issued for the future structure. Refer to this Article for additional information.
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. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
8. Approval of the proposed plat shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 7, 2021 . Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 6: BPC2105-009 Minor Site Plan Alteration, Building Elevation – Total Wine and More, Brentwood Place, 330 Franklin Road, Zoning C-2

RRMM Architects, PC requested approval to add a new automatic door and a metal canopy, in a bronze color to the left side of the main entrance, on the front elevation of the tenant space that was formerly occupied by Office Depot.

The proposal also included:

1. A modification to the existing planter area at the front of the building;
2. The addition of a new accessible ramp;
3. The accessible ramp at the main entrance will be enlarged;
4. A new sectional door in the receiving area located on the north side of the store;
5. Two new ramps & landings are the rear of the store, and
6. New wall signage is also being proposed.

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

1. Prior to issuance of building permit, a water and sewer availability request form, including all applicable fees, shall be submitted to the Water Services Department for review and approval.
2. A site plan shall be vested for a period of three years from the date of the original approval.
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 June 7, 2024, 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.

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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 (BPC2105-009) 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. 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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
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. 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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 7: BPC2105-012 Minor Site Plan Alteration, Signage – Stitchers Garden, 144 Wilson Pike Circle, Zoning C-4

Big Visual Group requested approval of a non-illuminated wall sign measuring 55.86 square feet, which will be placed on the Church Street East elevation of the building. The proposed wall sign met the requirements of the sign ordinance.

Staff recommended approval of the proposed minor site plan revisions 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 June 7, 2024, 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.

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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 (BPC2105-012) 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. All signs must comply with the Brentwood Sign Ordinance. Banners and off site signage are not allowed per the sign ordinance.
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. 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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 8: BPC2105-013 Minor Site Plan Alteration, Signage – Sonesta Simply Suites, FKA Candlewood Suites, 5129 Virginia Way, Zoning C-2

Awnings Plus, LLC requested approval of a replacement awning and awning signage for the Sonesta Simply Suites, which was formerly known as Candlewood Suites. The new awning will be a blue/gray color with orange and white lettering. The proposed canopy signage will be less than the 30 square feet allowed by code.

Staff recommended approval of the proposed minor site plan revisions 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 June 7, 2024, 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.
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 (BPC2105-013) 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. All signs must comply with the Brentwood Sign Ordinance. Banners and off site signage are not allowed per the sign ordinance.
7. 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.
8. 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.
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 June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 9: BPC2011-011 Revised Site Plan – Southerland Place, Maryland Farms Section 51, 200 Winners Circle S, Zoning C-1

Brentwood Senior Living, LLC requested approval of a revised site plan for the Sutherland Place Senior Living facility. Changes to the site included the following:

1. Reduce the number of rooms from 40 to 32.
2. Addition of eleven new roof overhangs.
3. Addition of double doors to the back of all rooms.
4. Add wood shutters to the exterior of the building.
5. Paint the red brick building white.
6. Replace the shingle roof with a bronze colored metal roof.
7. Replace the vinyl accent siding with white fiber cement siding.
8. Add additional sidewalks and a memory care courtyard, and
9. The elimination of seven parking spaces.

Due to the existing building exceeding the maximum allowable lot coverage of 30%, no additional building area was permitted. Therefore, the applicant was only proposing roof overhangs without screen rooms or similar enclosures under the overhangs. This proposal as submitted, met the requirements of the code.

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

1. Provide a letter from the sprinkler company or shop drawings detailing any changes to the sprinkler heads in the rooms. If no heads are to be moved, a letter will be sufficient. If heads will be moved, staff review is required of the of the shop drawings for the work to be performed.
2. Add spot elevations around building to ensure positive drainage away from the building.
3. Correct the suite calculations as required.
4. A site plan shall be vested for a period of three years from the date of the original approval.
5. 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 June 7, 2024, 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. 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.
6. Unenclosed guarded service equipment on the exterior of building in commercial and service institution districts shall be limited to mandatory disconnects and metering equipment. All other service equipment shall be placed in an enclosed area of a structure.
7. 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 (BPC2011-011) 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.
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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
9. 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.
10. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 10: BPC2104-014 Revised Site Plan – East Brentwood Presbyterian Church Expansion, 9000 Concord Road, Zoning SI-1

W & A Engineering requested approval of a revised site plan that added 800 square feet to the manse. A meandering sidewalk connection from the manse building to the main parking lot at the church was also proposed. ADA parking spaces are being updated to meet Code requirements. Additionally, a total of 42 new trees having a total of 84 caliper inches are proposed within the buffer area at the southwest corner of the site to better screen the existing building.

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

1. Additional details regarding the rain garden will be required with the submittal of a grading permit.
2. A site plan shall be vested for a period of three years from the date of the original approval.
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 June 7, 2024, 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. 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.
6. Unenclosed guarded service equipment on the exterior of building in commercial and service institution districts shall be limited to mandatory disconnects and metering equipment. All other service equipment shall be placed in an enclosed area of a structure.
7. 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 (BPC2104-014) 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.
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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
9. 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.
10. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
11. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Pippin moved for approval of the items on the Consent Agenda. Seconded by Mr. Oliver; motion was approved unanimously.

# REGULAR AGENDA

**Item 1:** **ORDINANCE 2021-12 - AN ORDINANCE ESTABLISHING AN R-2 (SUBURBAN RESIDENTIAL) ZONING CLASSIFICATION FOR APPROXIMATELY 60 ACRES OF LAND LOCATED AT 9837 AND 9849 SPLIT LOG ROAD**

Ordinance 2021-12 requested assignment of the R-2 zoning classification for approximately 60 acres of land located south of Sunset Road and east of Split Log Road from MGA-1 to R-2.  More specifically, the property was located at 9837 and 9849 Split Log Road.

The property was situated along the eastern boundary of the Brentwood UGB and abutted the municipal limits of the Town Nolensville. The property owner, Ms. Paula Taube, owned a total of three tracts of land that were to be included as part of a unified development plan. One tract laid in Nolensville and was not subject to these proposed rezoning/annexation actions. The tract located in Nolensville included 35 +/- acres.   The currently proposed internal street network will run through the Brentwood tracts into Nolensville and eventually connect to two stub streets within the Benington Subdivision.

The plan also shown a street connection, located in the NW corner of the property back to the existing Split Log Road in the area where a future cul-de-sac was proposed once the future Split Log realignment is completed. Please note that the concept plan accommodated the proposed re-alignment of Split Log Road.

The R-2 concept plan, which is not binding (like OSRD), showed 24 lots in Brentwood, all in excess of one acre in area.  The layout has been recently revised reduction the number of proposed lots from 28.

The portion of the project in Nolensville showed a total of 38 lots. The tract was currently zoned Suburban Residential (SR) and allowed a minimum lot size of 20,000 sq. ft. and a density of 1.8 dwelling units per acre. The tract was located in the Brentwood/Nolensville overlay area, which was established by Resolution 2002-56 and amended by Resolution 2005-46. This overlay limits the density of the Nolensville tract to 1.4 units per acre. Development of the property in Nolensville will comply with the requirements of the overlay area.

The property abutted the current City limits and was located within the City's Urban Growth Boundary (UGB). Urban Growth Boundaries were created by the Tennessee General Assembly in 1998 as part of Public Chapter 1101. The UGBs were created with the intention to help contain urban sprawl. They are areas where managed development is encouraged, and cities could grow and reasonably extend public infrastructure to serve future expansion.

The tract can be developed under the existing zoning classification in the County. The subject property was currently zoned MGA-1 by Williamson County.  The MGA-1 district was established in 2013 and assigned to all properties within the various UGBs around the County. The district standards required that development of residential properties zoned MGA-1 provided a minimum lot area of one-acre and a gross density of one dwelling unit per acre. Similar to the City's Suburban Residential (R-2) district.  However, there are differences in the technical standards related to accessory uses and structure standards. MGA-1 allowed the following accessory uses/structure standards:

1. Accessory dwelling units within an existing dwelling unit (interior apartment) or as a separate or converted structure (converted garage, carriage house or stable);
2. Only one accessory dwelling unit, regardless of the number of principle dwellings located on a single parcel are permitted;
3. Accessory dwellings shall be limited to 750 sq. ft. or 25% of the square footage of the principal structure, whichever is greater. In no case shall the accessory dwelling be more that 75% of the square footage of the principle dwelling; and
4. Interior apartments may be contained within the existing house or attached onto the exterior. They must be constructed so that the exterior appearance of the home is maintained. A second front door is not permitted.

The County does not regulate the existence or operation of Short-Term Rentals (STRs) in the MGA-1 district.  Each operator must register with the County and collect the applicable Hotel/Motel taxes, which are charged to the occupant and collected by the property owner.   
  
The proposed tentative schedule follows. The assignment of zoning and the review of the Annexation of the property was detailed in the following table:

|  |  |
| --- | --- |
| **PROPOSED HEARING SCHEDULE** | |
| **April 6, 2021** | Planning Commissions voted (10-0) to recommend endorsement of the proposed Plan of Services and the annexation of the Taube property. |
| **April 26, 2021** | Board of Commissioners -- Public Hearing on the Proposed Plan of Services -- No residents spoke as part of the public hearing |
|  | |
| **May 10, 2021** | Board of Commissioners -- First Reading of the Ordinance Assigning R-2 zoning |
| **June 3, 2021** | Required Community Meeting |
| **June 7, 2021** | Planning Commission -- Review & Recommendation of the Ordinance Assigning R-2 zoning |
| **June 14, 2021** | Board of Commissioners -- Public Hearing on the Ordinance Assigning R-2 to the Property |
| **June 28, 2021** | Board of Commissioners -- Second and Final Reading of the Ordinance Assigning R-2 zoning |
|  | |
| **June 28, 2021** | Board of Commissioners – Review of Resolution 2021-56, Annexing the Taube Property into the City of Brentwood |

Utility service to the property was provided by the Nolensville/College Grove Utility District (water) and Metro Nashville Water Services (sewer). The provision of utilities will not change with the annexation of the property into the City of Brentwood. The future development would not be served by Brentwood’s Water and Sewer system and therefore, the project would not impact the City's water/sewer infrastructure.

**Schools**  
  
The proposed plan was provided to Williamson County Schools (WCS) for an assessment of the impact of the proposed development on the schools in the area. Based upon the WCS review, the approximate student enrollment projections at build-out for the Taube Property were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL** | **ENROLLMENT PROJECTIONS** | **CAPACITY 10/21/2020** | **ENROLLMENT** **10/21/2020** |
| Jordan Elementary | 13 | 890 | 483 |
| Sunset Middle | 7 | 612 | 869 |
| Nolensville High | 6 | 1,671 | 1,298 |

Finally, the developer has finalized a traffic impact study for the project.  The study was forwarded to Mr. Greg Judy with Neel-Shaffer Inc., who assisted City staff in the review of traffic impact studies.

The TIS Conclusions and Recommendations followed, along with the Neel-Shaffer review.

Mr. Oliver moved to forward a recommendation of approval of Ordinance 2021-12 to the Board of Commissioners. Mr. Kaplan seconded; motion was approved unanimously.

**Item 2:** **BPC2105-011 Revised Site Plan – Concord Road YMCA, 8207 Concord Road, Zoning SI-3**

Catalyst Design Group requested approval of a revised site plan that demolished a portion of the existing building and renovated the portion of the building to remain. Additions will be made to the demolished area and expand into the existing pool deck area. Two new exterior pools are proposed with an expanded deck, pool bath house / concession building and a small pool equipment building. When complete, the total square footage of all buildings will be 75,703 square feet.

The previously approved master plan showed a total of 92,500 sf of building area, a reduction of 16,797 sf.

The existing skate park will be relocated to the south side of the facility to all additional parking to be placed in the current park location. Parking will also be added to the south with total parking spaces increasing by 70 spaces.

The proposal also included compensate cut / fill to remove the existing building and any proposed buildings from the floodplain.

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

1. The PUDE in the center of the property must be abandoned with a revised final plat before the full building permit will be issued.
2. Correct the tree protection detail to be 1.5 times canopy.
3. A conditional LOMR-F must be approved before the grading permit will be issued. A Final LOMR-F must be approved before the final certificate of occupancy will be issued.
4. A no-rise certificate for any work or disturbance within the floodway must be submitted before a grading permit will be issued.
5. Maintenance repair needs for the existing detention pond should be identified on the plan.
6. TDEC permits will be required.
7. A TDOT permit will be required for the driveway widening.
8. A traffic capacity analysis shall be provided considering the feasibility of the west access providing separate left and right exit lanes (full access movements) and the east access as a right-in/right-out only. If driveway to be right-in/right-out, installing a channelized island to physically restrict left-turn exits will ne necessary.
9. The current driveway spacing does to Concord Road does not meet the separation requirements of Section 78-486(1)4, of the zoning ordinance, which is 250 feet. Board of Zoning Appeals review of the reductions in the separation distance is required before a building permit can be issued.
10. Provide the sight distance triangle from western most driveway (C5.0).
11. A drawing stamped by a professional engineer is required for any retaining wall over 36-inches in height (C6.0).
12. Approval of the revised site plan does not negate compliance with the Brentwood Municipal code. All future site plan submittals must show full compliance with Chapter 56, Article II (Flood Prevention) regarding improvements to structures or property located within the floodway fringe or floodway.
13. A site plan shall be vested for a period of three years from the date of the original approval.
14. 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 June 7, 2024, 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.

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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. 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.
6. Unenclosed guarded service equipment on the exterior of building in commercial and service institution districts shall be limited to mandatory disconnects and metering equipment. All other service equipment shall be placed in an enclosed area of a structure.
7. Applicable security for all required landscaping improvements in accordance with the requirements of Article Eight of the Brentwood Subdivision Regulations shall be provided before a building permit will be released.
8. 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 (BPC2105-011) 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.
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 & Codes Department for review. Submit a signage package for review and approval. Banners and off site signage are not allowed per the sign ordinance.
10. 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.
11. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
12. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 7, 2021. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Kaplan seconded; motion was approved unanimously.

# OTHER BUSINESS

**Monthly Security Report**

Mr. Kaplan moved for approval of the monthly security report; seconded by Mr. Vitucci. Approval was unanimous.

# ADMINISTRATIVE INFORMATION

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

Being no further business, the meeting adjourned at 7:36 pm.

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APPROVED: July 6, 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Holly Earls, City Recorder