

SUMNER COUNTY REGIONAL PLANNING COMMISSION  
MINUTES  
NOVEMBER 23, 2021  
REGULAR MEETING 5:00 PM

**MEMBERS PRESENT:**

**LUTHER BRATTON, CHAIRMAN  
BILLY GEMINDEN, VICE-CHAIRMAN  
JERRY KIRBY  
GENE RHODES  
CHRIS TAYLOR  
TOM TUCKER**

**MEMBER ABSENT:**

**MIKE HONEYCUTT  
JIM WILLIAMS**

**STAFF PRESENT:**

**JOSH SUDDATH, DIRECTOR OF DEVELOPMENT SERVICES  
KATHY YOUNG, ASSISTANT TO THE DIRECTOR  
LEAH MAY DENNEN, COUNTY ATTORNEY  
BEN ALLEN, STAFF ATTORNEY  
MARSHALL BOYD, COUNTY ENGINEER**

Mr. Bratton called the meeting to order and stated that with six (6) members present, there is a quorum.

**Mr. Bratton called for the approval of the October 26, 2021 Regular Meeting minutes.**

**Motion to approve the previous meeting minutes by Mr. Rhodes, seconded by Mr. Taylor.  
Motion passed unanimously.**

Mr. Bratton asked if there were any changes to the November Agenda.

Mr. Suddath stated that there were none.

**At this time, Mr. Bratton called for the approval of the November 23, 2021 Meeting Agenda.**

**Motion to approve the agenda by Mr. Geminden seconded by Mr. Kirby. Motion passed unanimously.**

Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

- 1. EMERALD VALLEY LAKE ESTATES – FINAL PLAT– Jordan Fleming/Fleming Homes - Represented by Beau Agee– 3<sup>rd</sup> Commission Voting District (Alan Driver and Steve Graves) – Applicant is requesting Final Plat approval for 9-lot residential subdivision located on Emerald Valley Drive, Castalian Springs, TN, 37031. Subject**

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property is Tax Map 133, Parcel 018.01, contains 14.5 acres, and is zoned Rural Residential (RR).

Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

Mr. Suddath provided an overview of the property, reviewing the example conditions of approval, and discussing critical lot requirements for this property.

Mr. Suddath stated that this development is to be built along an existing county road that is built to County standards. Mr. Suddath stated that it might be worthwhile to look at ways to streamline the process for developments such as this one that clearly do not need any public improvements.

Mr. Suddath stated that the property is served by existing fire hydrants, and that since the property drains directly into Old Hickory Lake, and dentition was not required.

At this time, Mr. Suddath concluded the presentation.

At this time Mr. Bratton asked the developer if he had anything to add. The developer having nothing to add, Mr. Bratton asked for a motion.

**Mr. Taylor made a motion to approve a Final Plat for Emerald Valley Lake Estates, with the following conditions:**

- a) A Notice of Coverage (NOC) shall be obtained from TDEC for this development prior to the issuance of a Land Disturbance Permit;**
- b) All lots labelled as “Critical” shall submit an individual building plan to be approved by the County Engineer prior to issuance of any permits on the lot;**
- c) Plat Note #15 shall be corrected to replace “Subdivision Regulations” with “Zoning Resolution”**
- d) All signatures shall be obtained upon the Final Plat prior to recording**

**Seconded by Mr. Rhodes. Motion passed unanimously.**

Mr. Geminden stated that he had passed by the property a few times in the last week, and that the site was looking good.

Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

- 2. SHANE LAME AND STEPHANIE LAME – FINAL PLAT– Shane and Stephanie Lame - Represented by Carman Surveying– 1st Commission Voting District (Terry Wright and Moe Taylor) – Applicants are requesting Final Plat approval for 3-lot residential subdivision located on **Clark Hollow Road, Westmoreland, TN, 37186.****

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Subject property is Tax Map 024, Parcel 049.03, contains 5.56 acres, and is zoned Rural Residential (RR).

Mr. Suddath provided a brief overview of the property. Mr. Suddath stated that the subdivision will replace a recently removed single wide trailer on the subject property with three cleared building lots.

Mr. Suddath displayed an aerial photo of the property and the Final Plat and then stated that the three lots are designated as “Critical Lots” due to slope issues. Mr. Suddath stated that a fire hydrant is currently installed in front of the property.

Mr. Suddath concluded his presentation with example motions. Mr. Bratton asked the surveyor Jim Carman if he had anything to add. Mr. Carman stated that he would be available for questions.

At this time, Mr. Suddath stated that this was another item where the process could potentially be streamlined due to no public improvements being required.

Mr. Bratton asked for a motion.

**Mr. Tucker made a motion to approve a Final Plat for Shane and Stephanie Lame, with the following conditions:**

- a) An individual building plan shall be submitted for all lots shown as Critical prior to issuance of Permits upon the lot;**
- b) All signatures shall be obtained prior to recording.**

**Seconded by Mr. Kirby. Motion passed unanimously.**

At this time, Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

- 3. BAKER’S ACRES – SKETCH PLAT– Randy Baker - Represented by Richard Graves – 2nd Commission Voting District (Billy Geminden and Larry Hinton) – Applicant is requesting Sketch Plat approval for 52-lot residential subdivision located on **Briley Lane, Portland, TN, 37148**. Subject property is Tax Map 015, Parcel 030.00, contains 63.36 acres, and is zoned Rural Residential (RR).**

Mr. Suddath provided an overview of the property. Mr. Suddath stated that this property is located in the Portland Planning Region. Mr. Suddath stated that Sketch Plats do not convey property rights, but are for informational purposes only.

Mr. Suddath stated that the Sketch Plat did not depict utilities or fire hydrants, but that hydrants would be necessary if Portland Utilities would allow them to be installed.

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Mr. Suddath stated that adequate right of way will need to be dedicated along Briley Lane, and due to the size of the development, improvements to Briley Lane may be required. As such, a traffic impact analysis would be required with the Preliminary Plat.

Mr. Suddath stated that all County Stormwater requirements would need to be met with this development, and the appropriate Notice of Coverage would need to be obtained from TDEC. Given the size of the development, onsite detention will be required, and an HOA will be required for this development in order to maintain all Stormwater infrastructure.

Mr. Suddath stated that four road stubs were shown on the Sketch Plat, and that the proposed cul-de-sac is about 4,000 feet long, which is considerably longer than the 1,500 foot maximum in the County Subdivision Regulations.

Mr. Suddath stated that this could be waived if no alternative was available. Mr. Suddath stated that there was only one intervening lot between this lot and Briley Lane, which would create an east west connection. Mr. Suddath stated that this property is located in the Portland Planning Region and is in the Suburban Placetype on the County's Comprehensive Plan.

Mr. Bratton asked if the Planning Commission had questions for Mr. Graves. Hearing none, Mr. Bratton asked for a motion.

**Mr. Rhodes made a motion to approve a Sketch Plat for Baker's Acres, with the following condition:**

- a) **Applicant shall submit Construction Plans depicting all drainage improvements, as well as drainage calculations and Erosion Prevention and Sediment Control plans concurrent with submittal of a Preliminary Plat for this development, in accordance with the County's Subdivision Regulations.**

**Seconded by Mr. Taylor. Motion passed unanimously.**

At this time, Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

- 4. **OAK CREEK ESTATES – PRELIMINARY PLAT– Represented by CSDG – 7<sup>th</sup> Commission Voting District (Gene Rhodes and Brian Stewart) –Applicant is requesting Preliminary Plat approval from the Hendersonville Municipal-Regional Planning Commission for a 51-lot residential subdivision located on **Jones Lane and Stop 30 Road, Hendersonville, TN, 37075**. Subject property is Tax Map 145 Parcel 045.00, contains 39.15 acres, and is zoned Rural Residential (RR).  
**NOTE: NON-VOTING ITEM, LOCATED IN THE HENDERSONVILLE PLANNING REGION: FOR INFORMATIONAL PURPOSES ONLY****

Mr. Bratton turned the meeting over to Mr. Suddath for staff presentation.

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Mr. Suddath stated that this item is located in the Hendersonville Planning Region. It is therefore subject to the City's Subdivision Regulations, but must meet County Zoning Resolution requirements.

Mr. Suddath stated that this item was to be heard at the December Hendersonville Planning Commission meeting. Given that Hendersonville is considering relinquishing its planning region, Mr. Suddath stated that it was possible that this item would come to the County for Final Plat approval.

Mr. Suddath discussed the realignment of Jones Lane that is proposed as part of this development, as well as connections to adjacent property.

Mr. Taylor asked if Jones Lane and Stop 30 road would be improved. Mr. Suddath stated that all roads would need to be improved to County standards, and Jones Lane would be improved to a Collector Road section along the frontage. Mr. Suddath stated that sidewalks were proposed for the entire development.

Mr. Rhodes asked whether Stop 30 Road was proposed to be improved as well. Mr. Suddath stated that it was.

Mr. Suddath also stated that the subdivision has extensive greenspace proposed within it, to include setting aside floodable area, and storm detention.

Mr. Suddath stated that the intent of allowing a reduction of lot size for lots with access to public sewer was to provide a viable option to developers without the rezoning process being required, since rezoning requests usually involve seeking the maximum density that can be achieved.

Mr. Suddath stated that the County would be responsible for approving construction plans, for road and drainage inspections, and that the County's Stormwater Resolution would apply.

**Mr. Suddath stated that this item was for informational purposes only, and that no vote was necessary by the Planning Commission at this time.**

Discussion followed about proposed connector roads that have been proposed for the vicinity of this property.

5. **SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-05: A RESOLUTION RELATED TO THE SUMNER COUNTY REGIONAL PLANNING COMMISSION'S ASSUMPTION OF PLANNING RESPONSIBILITY FOR THE GALLATIN PLANNING REGION**
6. **SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-06: A RESOLUTION RELATED TO THE SUMNER COUNTY REGIONAL PLANNING COMMISSION'S ASSUMPTION OF PLANNING RESPONSIBILITY FOR THE WHITE HOUSE PLANNING REGION**

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**7. SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-07: A RESOLUTION RELATED TO THE SUMNER COUNTY REGIONAL PLANNING COMMISSION'S ASSUMPTION OF PLANNING RESPONSIBILITY FOR THE GOODLETTSVILLE PLANNING REGION**

At this time Mr. Bratton asked Mr. Suddath if it would be desirable to group and approve some of the following items related to Planning Regions. Mr. Suddath stated that he would like to request that Resolutions 2021-05, 2021-06 and 2021-07 be grouped together.

Mr. Suddath stated that these resolutions were related to the County's assumption of planning responsibility within the Gallatin, White House, and Goodlettsville planning regions. Mr. Suddath stated that the relinquishment of municipal planning jurisdiction in these three planning regions had recently been approved by the State's Local Government Planning Advisory Committee. This committee had recommended that the Sumner County Regional Planning Commission adopt resolutions for the record, agreeing to accept responsibility for these planning regions. Mr. Suddath stated that if approved, these resolutions would be forwarded to the State.

Mr. Bratton asked when these changes actually become effective. Mr. Suddath stated that they become effective the date of the State's Local Government Planning Advisory Committee meeting.

**Motion by Mr. Geminden to approve Sumner County Regional Planning Commission Resolutions 2021-05, 2021-06 and 2021-07, seconded by Mr. Kirby. Motion passed unanimously.**

**8. SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-08: A RESOLUTION RELATED TO THE SUMNER COUNTY REGIONAL PLANNING COMMISSION'S POTENTIAL ASSUMPTION OF PLANNING RESPONSIBILITY FOR THE HENDERSONVILLE PLANNING REGION**

At this time, Mr. Suddath stated that the next resolution was related to the potential County assumption of Planning Responsibility for the Hendersonville Planning Region. Mr. Suddath stated that these items were to be heard by the Local Government Planning Advisory Committee in January. Mr. Suddath stated that the committee had requested that the County go ahead and approve resolutions related to these items prior to the January Advisory Committee Meeting.

**Motion by Mr. Taylor to approve Sumner County Regional Planning Commission Resolutions 2021-08 and 2021-09, seconded by Mr. Tucker. Motion passed unanimously.**

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**9. SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-09: A RESOLUTION RELATED TO THE SUMNER COUNTY REGIONAL PLANNING COMMISSION'S POTENTIAL ASSUMPTION OF PLANNING RESPONSIBILITY FOR THE PORTLAND PLANNING REGION**

At this time, Mr. Suddath stated that the next resolution was related to the potential County assumption of Planning Responsibility for the Portland Planning Region. Mr. Suddath stated that these items were to be heard by the Local Government Planning Advisory Committee in January. Mr. Suddath stated that the committee had requested that the County go ahead and approve resolutions related to these items prior to the January Advisory Committee Meeting.

Mr. Suddath also stated that Rodney Joyner, the City Planner for the City of Portland was in attendance. Mr. Bratton asked Mr. Joyner to come forward.

Mr. Joyner stated that the city was looking to relinquish this planning region area to the County.

Mr. Geminden asked if this was why there were one or two members of the Portland Planning Commission who do not live in the city limits. Mr. Joyner confirmed that this was the case. Mr. Joyner also discussed how confusing the Planning Regions are for property owners, and that the Planning Commission would likely be reconfigured as part of this process.

Mr. Suddath then stated that a new staff report had been distributed with a new map provided by the City of Portland.

**Motion by Mr. Taylor to approve Sumner County Regional Planning Commission Resolutions 2021-08 and 2021-09, seconded by Mr. Geminden. Motion passed unanimously.**

**10. SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION 2021-10: Approval of the 2022 Planning Commission submittal and meeting calendar.**

Mr. Suddath explained that toward the end of each calendar year, the County Planning staff circulates a calendar for the upcoming year. Mr. Suddath explained that this calendar contains all proposed meeting dates and each meeting's required submittal deadlines, adding that staff distributes calendar and posts a copy on the County's website.

Mr. Suddath stated that for 2022, as in past years, Staff is requesting that the Planning Commission adopt this calendar via formal action, in the form of a resolution.

Mr. Suddath stated that this action would make the calendar an official product of the Sumner County Regional Planning Commission rather than a staff creation.

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Mr. Suddath stated that the biggest change to this year's calendar is to transition from a three week review cycle to a four week review cycle. Mr. Suddath stated that this will allow more time for staff review, and for publication of required public notice. Mr. Suddath also stated that this would place the County on a more comparable schedule with other jurisdictions locally. Mr. Suddath also clarified that the meeting date would remain the same, in that it would still be the fourth Tuesday of the month.

Mr. Kirby asked if the dates referenced were working days or calendar days. Mr. Suddath clarified that they were calendar days, and include weekends and holidays.

**Motion by Mr. Taylor to approve Sumner County Regional Planning Commission Resolutions 2021-10, seconded by Mr. Kirby. Motion passed unanimously.**

**11. SUMNER COUNTY REGIONAL PLANNING COMMISSION RESOLUTION  
2021-11: Approval of a Minor Plat Submittal Checklist.**

Mr. Suddath stated that as has been discussed in a previous study session, County staff has seen a significant increase in the number of minor subdivision plats that are being submitted for review and approval with well over 100 expected this calendar year.

Mr. Suddath stated that per State law and the County's Subdivision Regulations, minor subdivision plats are subdivisions of two lots or less containing no necessary public improvements or requests for variances that may be reviewed and approved administratively.

Staff expects that there will be approximately 100 minor subdivision plats submitted this calendar year, which is an approximate 100% increase from two years ago. This number is far in excess of what other jurisdictions in the County experience, and is in addition to other applications received for review by the County.

Mr. Suddath stated that the County has standardized the submittal process for Major Subdivisions and Site Plans in recent years, but has essentially left the Minor Plat submittal process unchanged.

Mr. Suddath stated that this resolution would implement a new checklist for minor plat applications that will add structure to the process. Mr. Suddath stated that all items required by the checklist are already required by County regulations, but most have never been enforced.

Mr. Suddath stated that other local jurisdictions have similar requirements for minor plats, with some actually requiring additional items, such as an approved soil map with the initial submittal.

This checklist would be utilized by staff to determine if a complete application has been received. If items are missing, the application may not be accepted by staff. Mr. Suddath stated that fire pressure availability letters would not be required at this time. Mr. Suddath stated that this would be required for submittals received after the January submittal deadline.



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**Motion by Mr. Geminden to approve Sumner County Regional Planning Commission Resolutions 2021-11, seconded by Mr. Kirby. Motion passed unanimously.**

There being no further business before the Planning Commission,  
**Mr. Geminden made a motion to adjourn, seconded by Mr. Tucker. The meeting adjourned at 5:45 pm.**