



Town of Chapel Hill, Tennessee  
Municipal Planning Commission

**Meeting Minutes**  
**July 26, 2021**

The Chapel Hill Municipal Planning Commission met in regular session on July 26, 2021. The meeting was held at Town Hall, 4650 Nashville Highway, Chapel Hill, and was called to order at 6:00 PM.

Members present at the meeting were Chairman Marion Joyce, Secretary Stacey Booker, Isaac Zimmerle, Jason Jent, and Mayor Michael Faulkenberry. Also present were Town Administrator Amanda Harrington, Town Recorder Ruth Magallanes, Town Engineer Alton Hethcoat, and Town Attorney Todd Moore. A copy of the agenda is attached to these Minutes as a matter of order. Mrs. Harrington informed Chairman Joyce prior to the meeting that item “C” under Old Business should be removed from the agenda, at the applicant’s request.

Chairman Joyce opened the Public Hearing of Opening of Public Hearing of PC **Resolution 2021-01: Resolution to Amend Subdivision Regulations Regarding Sidewalks and Public Utility and Drainage Easement Requirements.** A member of the public asked a question about the requirements of Resolution as it pertains to the requirement of drainage easement. The public hearing was closed at approximately 6:05 PM.

*Approval of the Minutes* – Member Booker made a motion to approve the minutes of the June meeting. Mayor Faulkenberry seconded. All aye.

*Public Comments*- Jonathan Gilbert asked the Planning Commission for time on the agenda on the design of a parking lot behind the commercial structure that currently houses the US Post Office, and wished to discuss a partnership with the Town on making that area public parking. Mrs. Harrington stated she would meet with Mr. Gilbert to discuss details and determine at what point it would be appropriate to place the item on the Planning Commission agenda for discussion.

*Old Business*

A. **Jeff Knox**- The Groves Preliminary Plat and Construction Drawing Approval – *Deferred from June 28, 2021 Meeting.* Town Engineer Hethcoat provided a brief overview of the project to the Planning Commission. He reported that he and Mrs. Harrington had met with Mr. Knox and his engineer the Friday prior to the Monday Planning Commission meeting, and were able to address the majority of design, planning, zoning, and transportation design concerns staff had been able to identify through the review process. The plans being voted on at this meeting were submitted earlier that afternoon. Mr. Hethcoat stated there is one outstanding element of the project design; the proposed design and resulting depth of the sewer lines are more than Chapel Hill staff can handle, both in terms of equipment and safety. Staff’s recommendation to the Planning Commission was to **conditionally approve** the Preliminary Plat with the exception of the design of the sewer facilities; the plat will not be recorded until such time the Planning Commission approves the redesign of the sewer facilities plan. Jason Jent made a

motion to approve subject to the condition; Isaac Zimmerle seconded. All aye and the motion carried.

- B. **Kevin Birdwell** - River Forest Final Plat, 108 Morningside Drive, Chapel Hill, TN 37034 *Deferred from June 28, 2021 Meeting.* Mr. Hethcoat indicated that the plat reviewed for the evening removed the additional townhomes from the plat. Parcel #92 stays intact as one parcel; any further subdivision on that parcel would be required to come before the Planning Commission for approval. Mr. Zimmerle inquired about the status of the HOA formation and the CCRs; staff could not recall when or if those documents had been transmitted to the Town for review. A motion was made, and seconded, to **conditionally approve** the plat based on the following conditions: 1) Modify Note #8 on the plat to state the streetlights are the complete responsibility of the HOA, and not the town; 2) the Town Attorney is satisfied with the HOA and associated CCRs; and 3) the surety for the development is in an amount and form acceptable to the Town and the Town Manager. All aye, and the motion carried.

*New Business:*

Attorney Moore recommended the Hayes item be moved to be heard first as her item was received first. The Planning Commission voted “aye” to adjust the order of the agenda.

- A. **Tara Hayes** - 511 Broadview Street, Chapel Hill 37034 – Simple subdivision of one parcel into two. Mrs. Harrington stated she had completed the review on the simple subdivision, and that it appeared to meet the requirements of the zoning and subdivision regulations for the Town. Staff recommended approval. A motion was made and seconded **to approve**; all aye and the motion carried.
- B. **Approval of PC Resolution 2021-01:** Resolution to Amend Subdivision Regulations Regarding Sidewalks and Public Utility and Drainage Easement Requirements. Mrs. Joyce called for discussion. Attorney Moore discussed the removal of the fifteen days requirement, as that issue was going to be addressed administratively by putting a Development Submittal & Review Calendar. Mr. Zimmerle and Mr. Jent recapped the history of how and why the Resolution was created. Ms. Booker voiced concern and opposition to the Resolution, stating concerns over creating “sidewalks to nowhere”. Mrs. Joyce called for a motion to approve; four aye, one nay. The motion carried.

*Other Business:* Mr. Zimmerle inquired whether there was an expiration on the approval of a site plan. Mrs. Harrington stated she would research the issue. Mrs. Harrington distributed and explained the administrative process for submitting requests to the Planning Commission. Mr. Jeff Knox stated the process worked and was very complimentary in the level of responsiveness staff demonstrated to moving the project forward.

*Adjournment:* With no further items of business, Mrs. Joyce adjourned the meeting.