

**Minutes of the Planning Commission**  
**Chapel Hill Town Hall**  
**August 26, 2024**

**CALL TO ORDER**

Acting Chairman Jeff Knox called the meeting to order at 6:04 p.m. with a quorum present.

**ROLL CALL**

Isaac Zimmerle - P	Sean Deckert – P	Jeff Knox - P
Ben Piper – P	Vacancy	

**STAFF**

Danny Bingham, Town Administrator	Donny Groves, Utility Superintendent
Phillip Dye, Town Recorder/Treasurer	Todd Moore, Attorney
Steve Foster, Hethcoat & Davis Engineer	Amy Davis, Town Clerk

**APPROVAL OF MINUTES – Planning Commission July 22, 2024**

Motion to Approve: Ben Piper  
Seconded By: Sean Deckert  
Motion Passed: 4-0

**PUBLIC COMMENTS** – None

**OLD BUSINESS** - None

Minutes of the Planning Commission

Clarendon Hill Town Hall

August 20, 2024

CALL TO ORDER

Acting Chairman Jeff Knox called the meeting to order at 6:04 p.m. with a prayer.  
present

ROLL CALL

Ben Piper - P  
Sean Zimpher - P  
Sean Decker - P  
Vacancy  
Jeff Knox - P

STAFF

Steve Foster, Hedrick & Davis Engineer  
Philip Dye, Town Recorder/Treasurer  
Danny Bingham, Town Administrator  
Amy Davis, Town Clerk  
Todd Moore, Attorney  
Donny Groves, Utility Superintendent

APPROVAL OF MINUTES - Planning Commission July 23, 2024

Motion Passed 4-0  
Seconded by Sean Decker  
Motion to Approve Ben Piper

PUBLIC COMMENTS - None

OLD BUSINESS - None

**NEW BUSINESS**

**Site Plan for Office/Warehouse Development at 132 Depot Street from Michael Bierfreund**

After discussion, Ben Piper made a motion to approve with the following contingencies:

1. The existing tree line is to remain and be trimmed to leave a 10-foot buffer to surrounding properties.
2. Site plan must show brick as the building material for sides of buildings visible from road(s).
3. Sewer service is to be gray water only at this time.
4. Exterior lighting should be taken into consideration for security.
5. Elevation plan approval by engineer.

Seconded by: Isaac Zimmerle

Motion Passed: 4-0

**Carolyn Seely Section 2 Final Plat  
and**

**Batte Subdivision Lot 1 Final Plat**

- Due to the moratorium in effect until July 7, 2025, no consideration will be made and the payment of submittal fees will be refunded. (BOMA Ordinance 2023-13 & Resolution 2024-021)

**Ezell Farms Subdivision Final Plat (Revised)**

Revision of the plat was necessary due to the variance approved by the Board of Zoning Appeals on 8.26.2024 that reduced the front set back on all lots. No other changes were made to the original plat and bonds were approved by the Planning Commission on May 28, 2024 and June 24, 2024.

Motion to Approve: Isaac Zimmerle

Seconded By: Ben Piper

Abstained: Jeff Knox

Motion Passed: 3-0

NEW BUSINESS

Site Plan for Office Warehouse Development at 133 Court Street, York Mills

Agenda

After discussion, Ben Piper made a motion to approve with the following

contingencies:

1. The existing tree line is to remain and be trimmed to leave a 10-foot buffer to surrounding properties
2. Site plan must show brick as the building material for sides of buildings visible from road(s).
3. Sewer service is to be gray water only at this time.
4. Exterior lighting should be taken into consideration for security.
5. Elevation plan approval by engineer.

Seconded by: Isaac Zimmerman

Motion Passed: 4-0

Carlyle Seely Section 5 Final Plan

and

Ballie Subdivision Lot 1 Final Plan

- Due to the moratorium in effect until July 1, 2025, no consideration will be made and the payment of a final fee will be refunded. (BOMA Ordinance 2023-13

& Resolution 2024-021)

East Farms Subdivision Final Plan (Revised)

Revision of the plat was necessary due to the variance approved by the Board of Zoning Appeals on 8.26.2024 that reduced the front set back on all lots. No other changes were made to the original plat and bonds were approved by the Planning Commission on May 25, 2024 and June 24, 2024.

Motion to Approve: Isaac Zimmerman

Seconded By: Ben Piper

Abstained: Jeff Knox

Motion Passed: 3-0

## **DISCUSSION**

### **Chairman of the Planning Commission**

Sean Deckert made the motion to appoint Isaac Zimmerle

Seconded By: Jeff Knox

Abstained: Isaac Zimmerle

Motion Passed: 3-0

### **Maple Street Lots**

- There has been concern regarding the water drainage and direction on Maple Street and the addition of a retention wall addition to one of the parcels. The Final plat as recorded by the Marshall County Tennessee Register in plat cabinet CABG, page 145A; there is a restriction noted that requires a detailed site plan be approved before any grading or drainage improvements on the lot(s).
- After discussion, Danny Bingham is going to make a site visit. Planning Commission will discuss at the next meeting.

### **911 Addresses**

- Prior to approval of a final plat, Marshall County 911 must approve all road names and addresses. A certification for future plats will be addressed with subdivision regulation changes.

### **Subdivision Regulations Update**

- Discussion was held in reference to the need for updating portions of the subdivision regulations with regard to: open space dedications to HOA, electrical regulations, streetlights, plat certifications, flag lots, retaining wall requirements/restrictions, irrigation meter requirements and punch list items prior to bond release on subdivisions.

Discussion

Chairman of the Planning Commission

Sean Decker made the motion to appoint Isaac Zimmerman  
Seconded By: Jeff Knox  
Abstained: Isaac Zimmerman  
Motion Passed 3-0

Maple Street Lots

- There has been concern regarding the water drainage and direction on Maple Street and the addition of a retention wall addition to one of the parcels. The final plat as recorded by the Marshall County Tennessee Register in plat cabinet CABG, page 146A, there is a notation noted that requires a detailed site plan be approved before any grading or drainage improvements on the lot(s).
- After discussion, Danny Brigham is going to make a site visit. Planning Commission will discuss at the next meeting.

911 Address

- Prior to approval of a final plat Marshall County 911 must approve all road names and addresses. A condition for future plats will be addressed with subdivision regulation changes.

Subdivision Regulations Update

- Discussion was held in reference to the need for updating portions of the subdivision regulations with regard to open space dedications to HOA, electrical regulations, streetlights, plat certifications, flag lots, retaining walls, equipment certifications, irrigation meter requirements and punch list items prior to bond release on subdivisions.


**ADJOURNMENT**

Motion to Approve: Isaac Zimmerle

Seconded By: Ben Piper

Motion Passed: 4-0

Meeting ended at 7:08 p.m.

  
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Jeff Knox, Acting Chairman

  
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Phillip Dye, Town Recorder