

OFFICIAL MINUTES OF THE MEETING

GOODLETTSVILLE PLANNING AND ZONING COMMISSION

December 5, 2022

Goodlettsville City Hall

5:00 p.m.

Massie Chambers-Auditorium

Present: Chairman Tony Espinosa, Jeff Duncan, Jeff Parnell, Mayor Rusty Tinnin, Scott Trew, and Judy Wheeler

Absent: Grady McNeal

Also Present: Addam McCormick (Staff), Tim Ellis- City Manager, Russell Freeman-City Attorney, Sharon Reed (Staff) and Alex West (Staff)

Tony Espinosa called the meeting to order and offered prayer.

Item #1 Approval of Agenda: Trew made a motion to approve the agenda, Tinnin seconded the motion. The motion passed unanimously.

Item #2 Approval of November 7, 2022 Meeting Minutes: Duncan made a motion to approve the minutes of the November 7, 2022, Tinnin seconded the motion. The motion passed unanimously.

Item #3 Espinosa opened the Public Forum on Planning Related Topics.

No one requested to speak at the meeting.

Wheeler made a motion to close the public forum, seconded by Tinnin. The motion passed unanimously.

The Public Forum was closed.

AGENDA

Item #4 Monticello Townhomes/ Klobber Engineering Services: Request final master plan approval for twenty-eight (28) townhouse units on 3.67 acres at 1537 Monticello Avenue. Property referenced as Davidson County Tax Map/Parcel#. 03405006300 and is zoned HDRPUD, High Density Residential Planned Unit Development. Property Owner: Jack Nixon (#7-22)

Item Representative: Kyle Snyder, Klobber Engineering

Staff Discussion:

- The project preliminary master plan was approved at the June 6, 2022 meeting including twenty-eight (28) townhouse units. The final master plan is consistent with the preliminary master plan.
- The remaining plan review comments are listed with the staff recommendation.
- Staff would recommend approval with the following stipulations being completed prior to permitting.
- Stipulation-Approval of revised plans and drainage calculations by City's Engineer Consultant prior to any City Land Disturbance permit issuance.
- Stipulation-Revise notation to twenty-eight (28) units on note sheet.
- Stipulation-Increase curb radius at fire truck turn around on plans and provide fire lane signage both per the City's Fire Code requirements.

- Stipulation-Provide revised landscape plan with planting schedule to ensure compliance with total caliper inches per acre and provide additional trees around parking lot areas.
- Stipulation-Provide notation for a variety of building material colors with building construction.
- Stipulation-Provide notation regarding the property owner coordinating cross walk signal material purchase and installation per City of Goodlettsville Public Works Department.

Planning Commission Discussion:

- Snyder agreed with the stipulations, discussed extending the curb radius for the fire trucks and adding additional landscaping.
- Snyder stated they have no issues with building materials.
- Parnell discussed the landscaping between the North units and Monticello Avenue.
- McCormick discussed the increased parking and setback standards.
- Parnell discussed landscaping and building design for the end unit facing Monticello Avenue.

Motion: Motion by Duncan to approve the request with the six (6) stipulations referenced in meeting, seconded by Parnell. The motion passed unanimously.

Item #5 Tasha Meyer, Property Owner: Requests a variance from the Subdivision Regulations Section 1-108.2 to permit a property subdivision to create an additional 25,771 square foot lot on Green Valley Drive from the 1.2-acre property/ lot at 402 Mason Lane. Property referenced as Sumner County Tax Map/Parcel# 143I A 006.00 000 and is zoned R25, Low Density Residential.

Item Representative: Tasha Meyer, Property Owner

Staff Discussion:

- The proposal is to subdivide the property into two (2) lots meeting the minimum width and area dimensions per the R-25 zoning district and Zoning Ordinance section.
- The City's Subdivision Regulations include a more stringent requirement for further re-subdivision in a developed subdivision for the lot sizes to be consistent with the average lot size in the subdivision.
- The subdivision plat includes thirty-nine (39) lots with the average lot size of 43, 962 square feet.
- Three (3) lots at the end of Mason Lane were purchased by the City of Goodlettsville and are now a city park area.
- The park area was in an area that historically flooded.
- Excluding the three (3) park lots from the subdivision lot calculations, the average lot size would be 42, 228 square feet.
- The proposal is to subdivide lot twenty-six (26) that includes 52,000 square feet into two (2) lots for single family dwellings.
- The proposed lots are 25, 771 square feet and 26, 229 square feet.
- The proposed lot sizes are below the average lot size in the subdivision and the proposal would include a limited reduction in average lot size in the subdivision by 2.4% and 2.7% if excluding the City park area from the average lot size calculation.
- The property is included on the City's Comprehensive Land Use plan as Residential Low Density Conservation area with the defined intention to maintain the prevailing lot sizes in the area.
- This is a unique request since the City's property designated zoning classification and Zoning Ordinance adopted by the City Commission would permit the request meeting the R-25 lot size requirements, but the City's Subdivision Regulations adopted by the Planning Commission include a more stringent section regarding existing subdivision re-subdivision based on the review of the average lot sizes.

- The City's Comprehensive Land Use plan is a long-range planning document adopted by the Planning Commission.
- In this case the Subdivision Regulation requirements are more stringent than the Zoning Ordinance requirements.
- The Zoning Ordinance and Subdivision Regulations both define that when conflicts exist between standards the most stringent regulations would apply.
- Staff would recommend denial of the request since the proposed subdivision reduces the average lot size in the existing subdivision and the proposed lot sizes of 25,771 and 26,229 square feet in relation to average lot size in the subdivision (excluding city park area) of 42, 228 square feet.
- The staff recommendation is based on intention of the Subdivision Regulations requirement and the Comprehensive Land Use Plan for the area.

Planning Commission Discussion:

- Meyer discussed the location of the lot and she believes it will still look similar to the other lots if they split it because it is one of the larger lots.
- Espinosa discussed reasons for a subdivision variance.
- Trew agrees with staff and Espinosa's recommendation and comments.
- Meyer responded she would not have considered the variance if this was an interior lot but this lot is an exterior lot on the corner of two (2) streets with a farm behind it.
- McCormick discussed the different lot sizes in the subdivision surrounding this lot.
- Meyer asked if they are required to follow the more stringent guidelines?
- McCormick responded that is what the Commission is reviewing tonight is subdivision regulations and the subdivision variance request.
- Parnell discussed the design of the corner lot in the original subdivision plans.
- Parnell discussed a scenario for a detached accessory dwelling unit behind the existing home.
- McCormick discussed R-25 zoning on this property and lot size consistent with R-40 zoning district.

Motion: Motion by Parnell to deny the request, seconded by Wheeler. The motion passed unanimously.

Item #6 Community Development Staff: Requests approval of the 2023 Planning Commission Meeting and Plan Submittal Calendar

Item Representative: Addam McCormick

Staff Discussion:

- The September 2023 and January 2024 meeting dates have been moved back a week due to the observation of holidays.
- The 2023 plan submittal and plan review comment timing are the same as the 2022 schedule.
- The timing was to provide additional time for the City's consultant engineers to review initial and revised plan submittals.
- Staff would recommend approval.

Planning Commission Discussion:

- Duncan discussed concerns for the July 3rd, 2023 being on Monday before July 4th, 2023 and not having a quorum.
- Ellis stated the Board of Commissioners will discuss an alternative time for the July 2023 meeting that could impact the meeting for July 3rd, 2023.

-McCormick responded they set the meeting date so they can set it for July 10th, 2023.

Motion: Motion by Duncan to approve the request with the stipulation meeting date of July 10, 2023, seconded by Trew. The motion passed unanimously.

Item #7 Community Development Staff: Request recommendation to the City Commission to amend the Zoning Ordinance Section 14-208 (1)(c) to define the maximum number of accessory buildings permitted and minimum material requirements.

Item Representative: Addam McCormick

Staff Discussion:

- The City adopted in 2015 a threshold of 375 square feet for when accessory buildings are not required to match the primary building materials of the residential property house exterior materials.
- The City's Zoning Ordinance permits accessory building(s) total square footage at seventy (70%) percent of the house on the property and total lot coverage of all buildings per the property residential zoning district requirements.
- Staff has recently experienced issues with a building permit issued for an accessory building less than 375 square feet then an additional permit requirement for an additional accessory building also less than 375 square feet but together totaling more than 375 square feet.
- The proposed amendment is to address a limit on the number and size of multiple accessory buildings on a property permitted without being required to meet house material consistency requirement.
- Staff would recommend approval.

Planning Commission Discussion:

- Ellis discussed a scenario of a building on site, a second building was issued a permit and moved in, then the third building appeared with all less than 375 square feet per accessory building.
- McCormick discussed the problems with moving accessory buildings larger than 375 square feet.
- Tinnin discussed he can legally haul and move up to 736 square feet and a standard size is 432 square feet.
- Freeman discussed the standard 375 square feet.
- Duncan stated the 375 square feet is a good size building.
- Ellis asked if there are limitations on how many accessory buildings they can have?
- McCormick responded under this amended ordinance they would be able to have two (2) buildings 375 square feet each and over two (2) they would have to match the house and be limited to the square footage.
- Duncan questioned the way the zoning ordinance is written is this total square footage or can someone have two (2) 36x12 buildings?
- McCormick responded it would be two (2).

Motion: Motion by Duncan to defer the request, seconded by Wheeler. The motion passed unanimously.

DISCUSSION ITEM

-Staff Recommendation and Staff Report Process

Based on a recent training opportunity for Staff and Planning Commission members, staff requests discussion on the staff report process and the intention going forward with the staff recommendation only being presented at the public meeting. A staff report would still be provided with the meeting packet and posted on-line but without a staff recommendation being listed.

Freeman commented the professional staff is trained to assist and aid in the decision-making process of the board.

Espinosa asked for comments from the board.

Wheeler commented she does not like the idea of not knowing what the staff recommendation is and they can consider labeling recommendations something else.

Duncan questioned if there were legal issues related to this item?

McCormick responded just the appearance for a public meeting, and it was a suggestion in the training.

Freeman responded following training guidelines staff could label it something other than recommendations example would be these are the issues, or these are the concerns rather than recommendations.

Parnell commented he supports keeping it the way it is.

Espinosa discussed the transparencies of the board and is helpful to all parties.

Freeman commented he can get with staff and discuss other terms rather than recommendations.

Duncan commented it would be an issue if the board was the only one to see the report, but it is an open record on-line before the meetings.

-Subdivision Bond Process

Staff requests discussion on the City's final subdivision plat review process to include any necessary project bond improvement estimates to be reviewed with the final subdivision plat. At the time of the plat recording the remaining improvements included on the project bond estimate with the addition of a general annual inflation rate will be used by staff to determine the project bond amount. The Planning Commission will continue to review bond reduction and extension requests and public acceptance recommendations to the City Commission.

Duncan commented the volume of bonds they have now, need to continue to get the personal attention they have now.

With no further business, the meeting adjourned at 6:13 pm.

Tony Espinosa, Chairman

Sharon Reed, Planning Assistant