



## **PORTLAND MUNICIPAL PLANNING COMMISSION**

### **AGENDA for July 9, 2024**

#### **1. Call to Order**

#### **2. Roll Call**

#### **3. Approval of Agenda**

#### **4. Approval of Minutes**

#### **5. Public Comment**

*In accordance with Tennessee Public Chapter No. 300 and City Resolution # 24-21, Public Comments are allowed when those comments are germane to agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Comments are limited to 5 minutes per individual.*

#### **6. Public Hearing**

- A.** Portland Subdivision Amendment to Article 4: Assurances for Completion and Maintenance of Improvements, Terms, And definitions
- B.** Portland Subdivisions Amendment to Appendix D: Street Construction: D.4.4.4. Culverts and Storm Drains
- C.** A request by Richard Graves (Applicant) for rezoning approval: Location Unaddressed State Hwy 52-W Portland TN. (Sumner County) Tax Map 33I, Group B, Parcel 015.03 containing 0.10 acres+/- Rezoned from R7.5 (Residential) to GCS (General Commercial Services)

#### **7. Old Business**

#### **8. New Business**

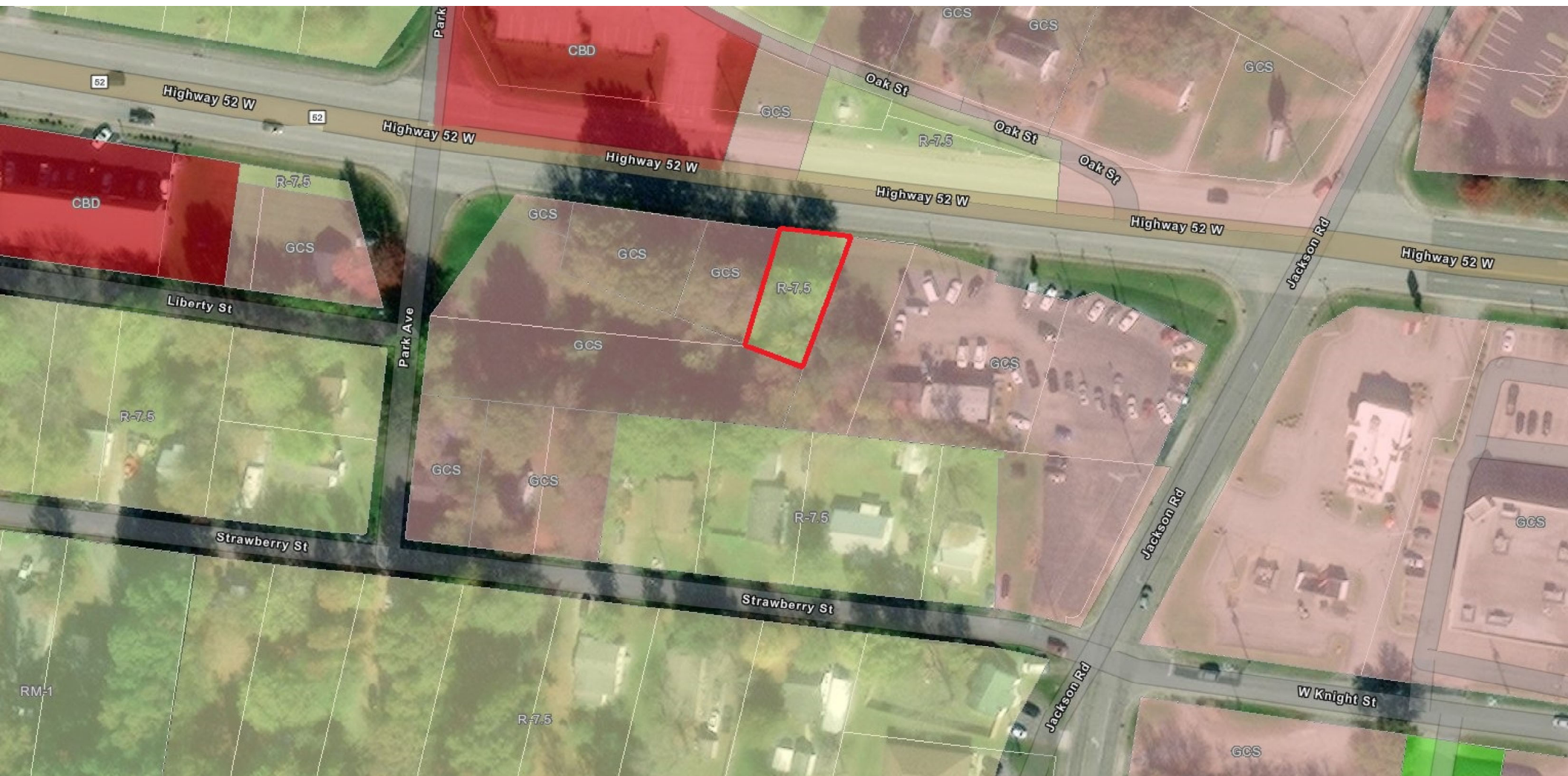
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- B.** A request by Adam Cummings (Applicant) for TA Travel Center site plan approval, location 1055 Vaughn Parkway on about 7.58 acres +/-, (Robertson County) Tax Map 012 Parcel 048.03 zoned IG (Industrial General)
- C.** A request by Daniel Whitley (Applicant) for L&T Properties site plan approval: location 808 North Broadway, on about 0.68 acres +/- Tax Map 019E Group A Parcel 004.00 (Sumner County) Zoned GCS (General Commercial Services)
- D.** Portland Subdivision Amendment to Article 4: Assurances for Completion and Maintenance of Improvements, Terms, And definitions.
- E.** Portland Subdivisions Amendment to Appendix D: Street Construction: D.4.4.4. Culverts and Storm Drains

#### **9. City Planner's Comments**

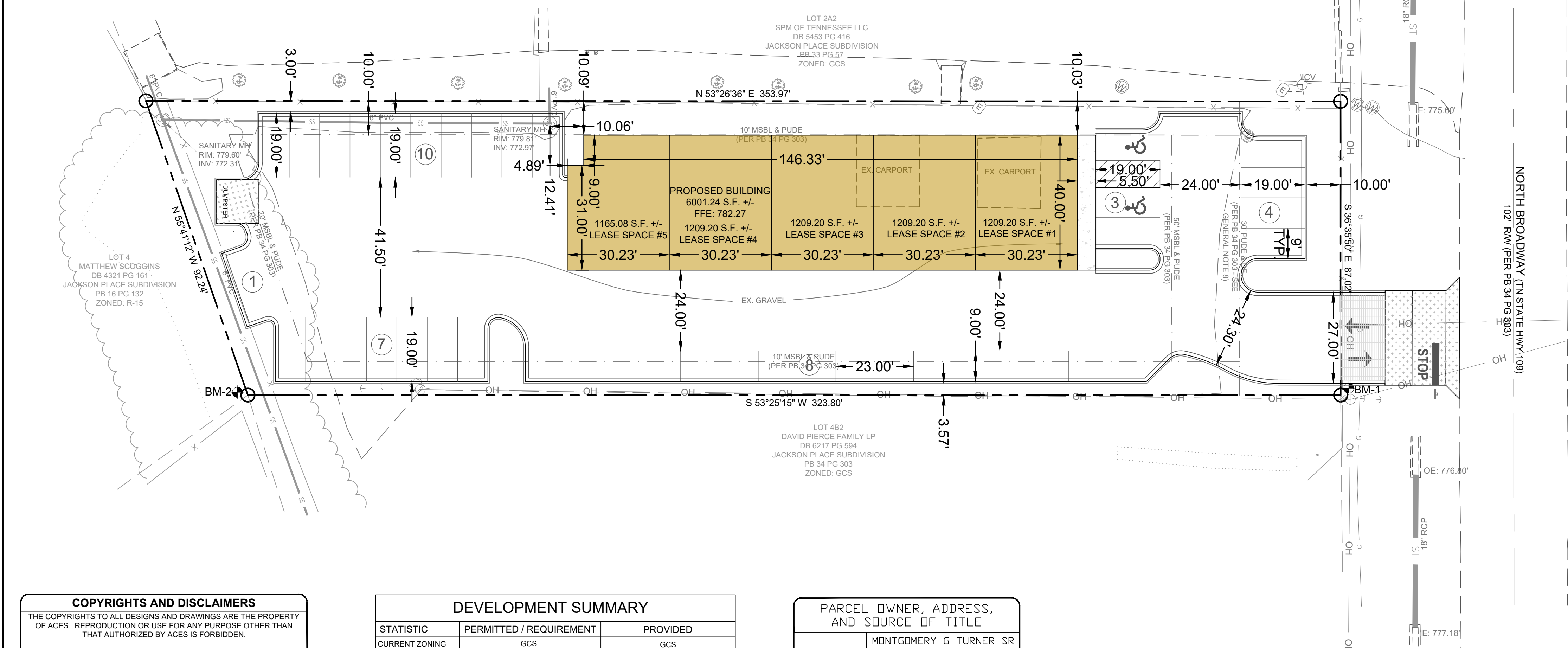
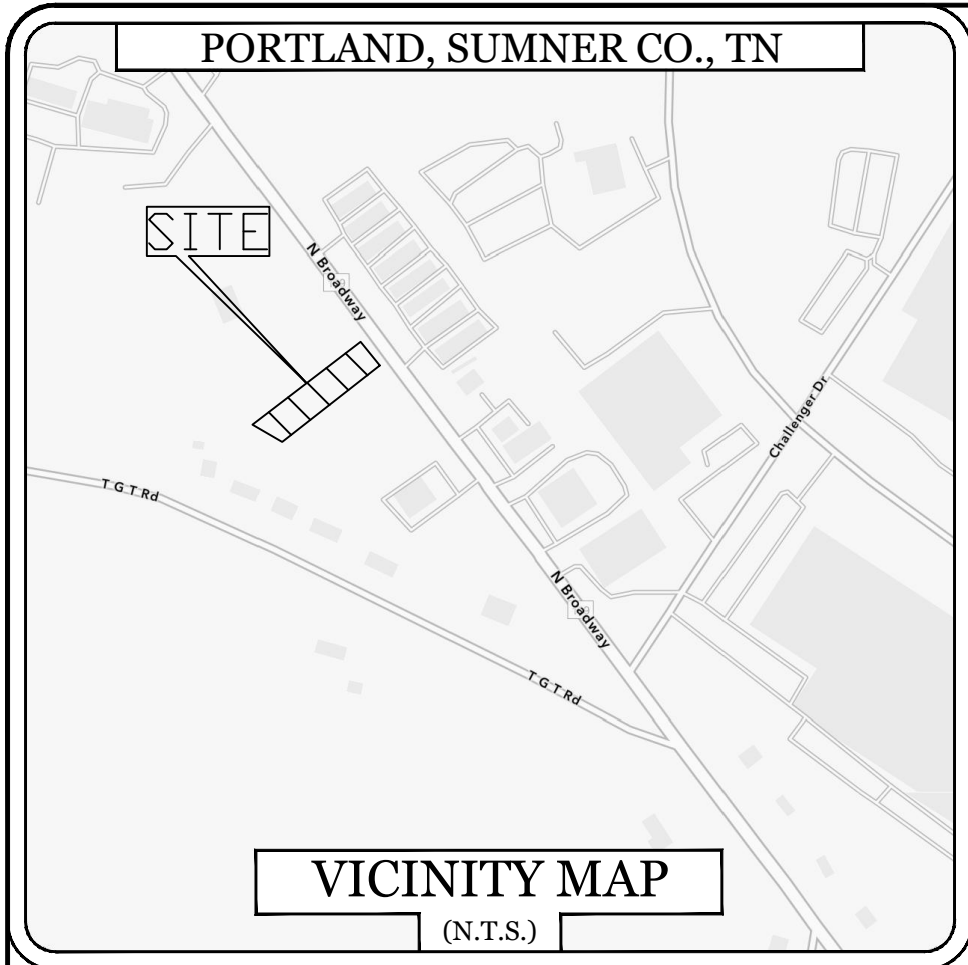
#### **10. Planning Commission Members Comments**

#### **Adjournment**









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| DEVELOPMENT SUMMARY |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| STATISTIC           | PERMITTED / REQUIREMENT                                                                                                                                                                                                                                                                                           | PROVIDED                                                                                                                                  |
| CURRENT ZONING      | GCS                                                                                                                                                                                                                                                                                                               | GCS                                                                                                                                       |
| PROPOSED USE        | GENERAL COMMERCIAL SERVICE                                                                                                                                                                                                                                                                                        | GENERAL COMMERCIAL SERVICE                                                                                                                |
| TOTAL SITE AREA     | MIN. XXXX +/- SQ. FT.                                                                                                                                                                                                                                                                                             | 29,511 +/- SQ. FT.                                                                                                                        |
| LOT COVERAGE        | 0.44 +/- AC. (65% BUILDING)                                                                                                                                                                                                                                                                                       | 0.1344 +/- AC. (19.83% BUILDING)                                                                                                          |
|                     | 19,182 SF (65%)                                                                                                                                                                                                                                                                                                   | 5,853.20 SF. (19.83%)                                                                                                                     |
| BUILDING SETBACKS   | FRONT 50' (NORTH BROADWAY)<br>REAR 20' (SOUTH)<br>SIDE 10' (EAST)<br>SIDE 10' (WEST)                                                                                                                                                                                                                              | FRONT 78.003' (NORTH BROADWAY)<br>REAR 113.02' (SOUTH)<br>SIDE 37.014' (EAST)<br>SIDE 10.03' (WEST)                                       |
| TOTAL PARKING       | Where two (2) or more commercial activities (including retail, wholesale or service activities) are grouped together such that they share a building, or a common site five and one-half (5 1/2) parking spaces shall be required for each one thousand (1,000) square feet of gross leasable area building area. | 6001.24 sf/1,000sf = 6.00124<br>6.00124 x 5.5 = 33.00682 SP<br>33 SPACES PROVIDED<br>31 STANDARD SPACES PROVIDED<br>2 ADA SPACES PROVIDED |
| LANDSCAPE PLAN      | REQUIRED                                                                                                                                                                                                                                                                                                          | SEE SHEET L1                                                                                                                              |
| DRAINAGE PLAN       | REQUIRED                                                                                                                                                                                                                                                                                                          | SEE SHEET C3                                                                                                                              |
| TRAFFIC STUDY       | NOT REQUIRED                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                       |
| SITE ACCESS         | PER PUBLIC WORKS DEPARTMENT OF PORTLAND AND TDDT                                                                                                                                                                                                                                                                  | 1 ACCESS POINT ALONG NORTH BROADWAY                                                                                                       |

| BUILDING SUMMARY |                         |                                 |
|------------------|-------------------------|---------------------------------|
| STATISTIC        | PERMITTED / REQUIREMENT | PROVIDED                        |
| FOOT PRINT       | XXX SF                  | 6,001.24 S.F. +/-               |
| BUILDING AREA    | -                       | 6,001.24 S.F. +/-               |
| BUILDING HEIGHT  | 65'                     | XX' (1 STORY)                   |
| FLOOR AREA RATIO | XXX                     | 6,001.24 SF/ 29,511 SF = 0.2034 |

| PARCEL OWNER, ADDRESS, AND SOURCE OF TITLE |                                                                                                                      |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| LOT 4B1                                    | MONTGOMERY G TURNER SR<br>P.O. BOX 150326<br>NASHVILLE TN 37215<br>DEED BOOK 6086 PAGE 828<br>PLAT BOOK 34 PAGES 303 |

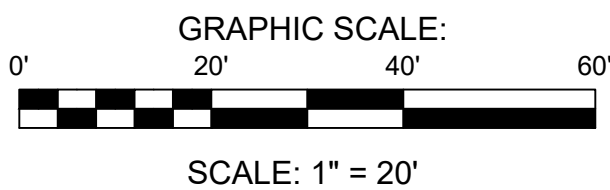
- GENERAL NOTES**
- PRIOR TO BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL PERMITTING AUTHORITIES.
  - NO GRADING, STRIPPING, EXCAVATION, FILLING OR OTHER DISTURBANCE OF THE NATURAL GROUND COVER SHALL TAKE PLACE UNTIL PROPOSED SOIL EROSION CONTROL PLAN HAS BEEN APPROVED AND IN PLACE.
  - ALL DIMENSIONS INVOLVING CURB RADII ARE SHOWN TO FACE OF CURB, UNLESS NOTED OTHERWISE. ALL CURB RADII ARE 5.0' UNLESS NOTED OTHERWISE.
  - IN THE CASE OF CONFLICT BETWEEN THIS DRAWING AND ANY OTHER DRAWING AND/OR SPECIFICATIONS, THE ENGINEER SHALL BE IMMEDIATELY NOTIFIED FOR CLARIFICATION.
  - THE CONTRACTOR SHALL BID AND PERFORM THE WORK IN ACCORDANCE WITH ALL LOCAL, STATE AND NATIONAL CODES AND THE REQUIREMENTS OF LOCAL UTILITY COMPANIES.
  - IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND WILL NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING ALL BARRICADES, WARNING SIGNS, FLASHING LIGHTS AND THE TRAFFIC CONTROL DEVICES DURING CONSTRUCTION. CONTRACTOR SHALL COMPLY WITH OSHA REGULATIONS AND SAFETY REQUIREMENTS.
  - THE CONTRACTOR IS RESPONSIBLE FOR THE SAFETY OF ALL VEHICLE TRAFFIC IN AND AROUND THE CONSTRUCTION AREA.
  - ALL UNPAVED AREAS TO RECEIVE A MINIMUM OF 4" TOPSOIL, SEED (AS OUTLINED IN THE LANDSCAPE PLANS), MULCHED AND WATERED AS NECESSARY TO PROVIDE SUBSTANTIAL GRASS COVER.
  - ALL PAVEMENT MARKINGS INCLUDING STRIPES, DIRECTIONAL ARROWS, ETC., SHALL BE WHITE PAINT (TWO COATS). HANDICAP SYMBOL COLORS SHALL BE PER LOCAL CODE. APPROVED EXTERIOR PAINTS ARE AS FOLLOWS:  
  
PRATT AND LAMBERT TRAFFIC PAINT  
SHERWIN-WILLIAMS PRO-MAR TRAFFIC MARKING  
-PAINT B29 SERIES  
GLIDDEN ROMARK TRAFFIC PAINT  
PPG ZONE AND TRAFFIC MARKING PAINT
- \*NOTES: THE SITE SHALL COMPLY WITH ALL ACCESSIBILITY STANDARDS.**

**NOTE: ALL STRIPING WITHIN ROW SHALL BE THERMOPLASTIC PER NASHVILLE PUBLIC WORKS AND TDDT STANDARDS AND SPECIFICATIONS**

**TDDT NOTES:**

ALL DRIVEWAY CONNECTIONS SHALL MEET AASHTO INTERSECTION SITE DISTANCE REQUIREMENTS

ALL PAVEMENT MARKINGS WITHIN THE RIGHT OF WAY SHALL BE THERMOPLASTIC INCLUDING BUT NOT LIMITED TO STOP BAR, DIRECTIONAL ARROWS, STRIPING, ETC. AND SHALL CONFORM TO TDDT STANDARD DRAWINGS T-M-1, T-M-2, T-M-3, T-M-4



| REVISIONS |
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**TYLER COLLINS**  
808 NORTH BROADWAY  
PORTLAND, TN 37418

**ACES**  
ARNOLD CONSULTING  
ENGINEERING SERVICES, INC.  
P.O. BOX 1338  
BOWLING GREEN, KY 42101  
PHONE (270) 780-9445

JOB NUMBER: 23-3209-L  
DATE: 4-18-2024  
SCALE: 1" = 20'  
DRAWN BY: S.MCFARLAND  
CHECKED BY: D. WHITLEY  
APPROVED BY: A. ARNOLD

PRELIMINARY  
PLAN SET  
NOT APPROVED  
FOR CONSTRUCTION

**C2**  
SITE  
LAYOUT

During the subdivision review process no site disturbance shall take place, such as road construction or grading, except that which is directly related to obtaining any required approvals (e.g., surveying, test pits and the location of stakes), that would alter, remove or relocate any existing features including, but not limited to, stone walls, steep slopes, rock outcroppings, trees, general vegetation, streams or water courses.

### **3.9.2 Concurrent Review by Other Agencies**

When approvals by other agencies of government are required such approvals may be achieved concurrently with the review processes required by these regulations. The Enforcing Officer shall require letters from other agencies which choose not to participate in a concurrent review, said letters must be provide prior to approval by the Planning Commission for major subdivisions or Enforcing Officer for minor subdivisions.

## **3.10 REQUIREMENTS FOR IMPROVEMENTS**

### **3.10.1 Timing of Improvements**

#### **3.10.1.1 Infrastructure Installation Prior to Final Plat Approval (Preferred)**

The Planning Commission shall require that all public improvements be installed to a point of Substantial Completion, as defined in these regulations, following approval of a Preliminary Plat but prior to submittal or approval of a Final Subdivision Plat.

In such instance, the applicant shall provide Performance Surety in accordance with this article upon submittal of a Final Plat application for all remaining improvements, to include final surface asphalt and sidewalks.

When installation of improvements is required, the Secretary of the Planning Commission shall endorse approval on the plat after all conditions have been satisfied and all improvements substantially completed. There shall be written evidence that the required public facilities have been installed in a manner satisfactory to the City as shown on the certifications by all appropriate officials and the necessary dedications of public lands and improvements have been accomplished.

Unless specifically authorized by a majority vote of the Planning Commission for a Nonresidential Subdivision, in no case shall a Final Plat be signed by the Planning Commission Secretary until such time as all depicted infrastructure is substantially complete. In no case whatsoever shall building permits be issued until such time as a Final Plat is recorded.

Substantial Completion - The point in time when the Developer has completed all required Public and Private Improvements to the project site and all required Public Improvements off-site relative to the Project in accordance with the approved construction documents and Planning Commission conditions, and such improvements have been inspected, tested and approved by the City Engineer or their designee.

### **3.10.2 Authorization to Construct Improvements**

Construction may proceed following approval of a Development Plan by the Planning Commission and, when improvements are to be constructed as a result of such approval, approval of Construction Plans and accompanying Development Agreement as required by Section [4.1 \(The Development Agreement\)](#).

### **3.10.3 Construction of Improvements**

Construction shall be completed to the approved Construction Plans, construction specifications, and construction inspection requirements of the applicable departments and agencies. Inspections during the construction process shall meet the requirements of Subsection 3.10.4 (Construction Inspection Procedures).

### **3.10.4 Construction Inspection Procedures**

#### **3.10.4.1 Inspections During Construction**

All infrastructure construction is to be completed as described in the approved Construction Plans, construction specifications, and Development Agreement.

#### **3.10.4.2 Pre-Construction Conference Required**

A pre-construction conference will be held with the Enforcing Officer prior to the start of construction on each project. At the pre-construction conference, the contractor and owner shall sign documentation acknowledging construction and inspection requirements.

#### **3.10.4.3 Inspection Schedule**

The contractor shall give twenty-four (24) hours notification to the applicable departments or agencies prior to beginning work on each phase of construction. All completed work shall be inspected and approved. Failure to obtain the required inspections and approvals may require work to be removed, certifications and

testing by a licensed geotechnical engineering firm to be provided or any future acceptance by the applicable department or agency to be jeopardized.

### **3.10.5 Modification of Improvement Design**

If at any time before or during construction of the required improvements it is demonstrated to the satisfaction of the Enforcing Officer that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Enforcing Officer may authorize modifications, provided these modifications are within the spirit and intent of the Planning Commission's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Planning Commission. The Enforcing Officer shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Planning Commission at the next regular meeting. No change shall be implemented and no construction associated therewith shall be initiated until revised Construction Plans have been submitted to the office of the Enforcing Officer and approved so as to reflect the proposed change.

### **3.10.6 Proper Installation of Improvements**

If the Enforcing Officer shall find, upon inspection of improvements performed before the expiration date of the performance bond, that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the subdivider, the Enforcing Officer shall so report to the Planning Commission. The Commission shall then notify the subdivider and, if necessary, the bonding company, and take all steps necessary to preserve the City's rights under the bond. No plat shall be approved by the Planning Commission as long as the subdivider is in default on a previously approved plan.

### **3.10.7 "As Built" Drawings Required**

Required improvements shall not be considered to be completed until installation of the improvements has been approved by the Enforcing Officer and a drawing satisfactory to the Planning Commission has been submitted, indicating the actual location of all required improvements and monuments marking all underground utilities as actually installed. If the subdivider completes all required improvements, then said map shall be submitted prior to endorsement of the Final Plat Plan by the Secretary of the Planning Commission. However, if the subdivider elects to provide a bond, or other surety satisfactory to the Planning Commission, for all required improvements as specified, such surety shall not be released until such map is submitted.

### **3.10.8 Completion and Maintenance of Improvements**

### **3.10.8.1 Streets Designated as Construction Routes**

Streets to be utilized as construction routes shall be designated within all “major subdivisions”, as the term is defined in these regulations. Where possible, these construction routes shall coincide with the network of collector and arterial routes designated upon the Major Thoroughfare Plan or other Transportation Plan and within the plan of development for the particular subdivision. Where this is not possible, efforts shall be made to minimize direct contact between designated construction routes and streets classified as a “Local Street”. Permanent streets designated as construction routes within a subdivision shall be maintained for a time period specified in the Dedication Agreement submitted in accordance with the offer for street dedication.

### **3.10.8.2 Other Streets**

Streets other than those designated as construction routes shall be maintained as provided herein. Generally, the final paving course shall not be applied until seventy-five (75) percent of the houses fronting along a street are completed. However, when an undue hardship is created by disallowing the final paving of a street prior to construction of seventy-five (75) percent, but not less than fifty (50) percent, of the houses fronting along a street, the Enforcing Officer may permit final paving to occur and the City may allow the subsequent release of the performance bond provided a maintenance bond is substituted, therefor. The maintenance bond may be released after a period of one (1) year or when at least seventy-five (75) percent of the houses fronting along a street have been satisfactorily completed, inspected and released by the inspecting departments. The maintenance bond shall be in an amount and for a term as recommended by the City and shall be posted in conformance with the procedures presented in [Article 3: Procedure for Subdivision Submission and Approval](#), of these regulations.

## **3.11 PLAT AMENDMENTS**

The Enforcing Officer may sign approve and sign plat amendments in the following instances:

1. Soils Area Amendments for Subsurface Sewage Disposable System (Septic)
2. Easements

In no case shall the Amendment void and vacate the previously approved and recorded plat but may supersede previously recorded soils areas and easements. Soils Areas and Easements shall be graphically represented on the plat amendment and labeled as “abandoned soils area” or “abandoned easement” unless it is deemed not feasible to do so by the Enforcing Officer. If a graphic representation is not feasible the Enforcing Officer shall require a note stating the soils area or easement on the previously approved plat is superseded by this amendment. No amendment shall be approved by the Enforcing Officer that moves a previously recorded lot line or other element not specifically mentioned above.

It shall be at the sole discretion of the Enforcing Officer to require an amendment be upgraded to a minor plat. Plat amendments shall be invalid if not endorsed by the Secretary of the Planning Commission.

Carlton,

Per our conversation yesterday, here are the **proposed additions to Section D.4.4.4 of the Subdivision Regulations** (all taken from TDOT). Adding specific language for all installation elements will provide high-quality installation standards for all pipe material, and ensure you have something to hold contractors accountable to if their installation does not meet these standards.

1. Add a material spec for HDPE and PP pipe (AASHTO M294, M330)
2. Add an 18" min trench width spec for all pipe materials (ensures proper backfill compaction)
3. Revise bedding depth spec from 6" to be a *minimum* of 6" and add spec for a 90% compaction level (specific placement and compaction)
4. Add backfill spec for placing backfill in lifts of 6" or less (ensures proper backfill compaction)
5. Add a 12" minimum cover height spec for all pipe materials (ensures loads are within pipe design standards)
6. Add a watertight joint performance spec (minimize erosion failures - C443 for RCP, D3212 for HDPE/PP)
7. Revise backfill depth spec on concrete from 30% of pipe diameter to 50%, add backfill depth spec to top of pipe for HDPE/PP (revise to match TDOT, ensures proper support, load bearing)

#### **D.4.4.4 Culverts and Storm Drains (pg. 128/158) [Recommended changes in red].**

This work shall consist of the construction of pipe culverts and storm sewers as shown on the plans. No metal pipe shall be used without approval of the chief enforcing officer. Reinforced Concrete Pipe (RCP) shall conform to minimum standards for Class III, Reinforced Concrete Pipes, ASTM C76. High-Density Polyethylene (HDPE) pipe shall conform to minimum standards for AASHTO M294, and Polypropylene (PP) pipe shall conform to minimum standards for AASHTO M330.

Bedding and backfill for pipe culverts shall be Class "B" material. Class "B" material shall be Size No. 7, as shown in Chart No. 903.23, of the Tennessee Department of Highways Standard Specifications. Excavated trench widths for all pipes shall be a minimum of eighteen (18) inches on either side of the pipe to allow sufficient backfill placement and compaction. All pipes shall be bedded on a minimum of six (6) inch thickness of Class "B" material, backfilled by Class "B" material in lifts not exceeding six (6) inches, and compacted to a minimum level of 90% Standard Proctor Density. Class "B" material shall be backfilled to a depth of fifty (50) percent of RCP pipe diameters and to the top of HDPE and PP pipes. Culverts and storm drains in existing roadways shall be backfilled to the depth of the cut. Minimum cover heights for all pipes shall be twelve (12) inches from top of pipe.

Reinforced Concrete Pipe (RCP) joints shall meet the performance requirements of ASTM C443. High-Density Polyethylene (HDPE) and Polypropylene (PP) pipe joints shall meet the performance requirements of ASTM D3212.

Let me know if you have any questions.  
Thanks!