



**CITY OF PORTLAND
PORTLAND MUNICIPAL PLANNING COMMISSION
AGENDA for March 12, 2024**

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

- A. Planning Commisison Minutes - 2/13/24

5. Public Recognition

6. Presentation

- A. A presentation by Brain Holcombe (applicant) for the concept plan for Coventry Subdivision Preliminary Master Development Plan (PUD), location of Westland Street. NO ACTION

7. Public Hearing

- A. A request by Zach Wilkinson (applicant) for rezone approval of a parcel of about .5+/-acres at 134 North Russell Street (Tax Map 033A, Group D, Parcel 00.600. from R-10 (Residential) to RMU (Residential Mixed Use).

8. New Business

- A. A request by Zach Wilkinson (applicant) for rezone approval of a parcel of about .5+/-acres at 134 North Russell Street (Tax Map 033A, Group D, Parcel 00.600. from R-10 (Residential) to RMU (Residential Mixed Use).
- B. A request by Richard Graves (applicant/surveyor) for approval of Bracken Estates Subdivision Preliminary Plat -11 Lots, location North Harris Lane. (Tax Map 019, Parcels 092.00&092.01) Zone R-10 Residential, 4.84 +/- acres Zoned R-10 Residential.
- C. A request by Daniel Whitley (applicant) for L&T Properties North Broadway Development site plan approval, location 808 North Broadway, on .68 acres +/- (Tax Map 019E, Parcel 004.00). Zoned GCS (General Commercial Services).

9. Old Business

10. City Planner's Comments

- A. Planning Commission Calendars Review Cycle

11. Planning Commission Members Comments

Adjournment

CITY OF PORTLAND
PORTLAND MUNICIPAL PLANNING COMMISSION
MEETING MINUTES
February 13, 2024

5:00 PM

LIVE VIDEO ON THE CITY OF PORTLAND WEBSITE

City of Portland
City Hall
100 South Russell Street
Portland TN 37148

MEMBERS PRESENT:

Ann Blackburn-Chairwoman
Ty Crowder
Jessica Hunter
Bob Tooker
Gail Gentry
Ald. Megann Thompson
Vince Ellis
Luther Bratton- Vice Chairman
Ted Jernigan

MEMBERS ABSENT:

STAFF PRESENT:

Nate Heisler-City Planner
Jackie West-Planning Asst.
Megan Heisler -Utilities Engineer
Carlton Cobb-Public Works Director

Other Interested Parties: applicants

Roll Call

Chairwoman Blackburn asks for a roll call at 5:00 pm.

Ann Blackburn- present
Ty Crowder- present
Jessica Hunter- present
Gail Gentry – present
Ald. Megann Thompson –present
Denise Hicks –present
Luther Bratton- present
Ted Jernigan – present
Vince Ellis-present

[A quorum was established.](#)

Approval of Agenda

Chairwoman Blackburn asks if there are no changes to this agenda do I have a motion to approve.

Ted Jernigan made a motion to approve the agenda, Gail Gentry gave a second.

All were in favor, motion passed. 9-0.

Approval of Minutes: JANUARY 9, 2024

Chairwoman Blackburn asked for the approval of the January 9, 2024, meeting minutes.

Gail Gentry made a motion to approve, Jessica Hunter gave a second.

All were in favor, motion passed. 9-0

PUBLIC COMMENTS

Anyone wishing to speak for or against an item on the agenda will have 5 minutes to do so and must sign-in on the public comment sheet before the start of the meeting. No one came forward.

PUBLIC HEARINGS

Chairwoman Blackburn opened the Public Hearing:

- 1. A request by Marshall Boyd (applicant) for rezone approval of 523 West Market Street for a parcel of about 0.83 acres +/- . (Tax Map 034E, Group C, Parcel 005.00) zoned from RS-20 (Medium Density Single Residential) to R-15 (Residential).**

No one came forward to speak.

Chairwoman Blackburn closed the Public Hearing.

OLD BUSINESS - NONE

NEW BUSINESS

1. **A request by Marshall Boyd (applicant) for rezone approval of 523 West Market Street for a parcel of about 0.83 acres +/- . (Tax Map 034E, Group C, Parcel 005.00) zoned from RS-20 (Medium Density Single Residential) to R-15 (Residential).**

Nate Heisler (City Planner) states the current zoning does not allow for a duplex. They want to rezone and add a second resident to the existing home. There are other duplexes in the area.

Vince Ellis made a motion to approve, Robert Tooker gave a second. Chairwoman Blackburn asks for a roll call vote:

Ann Blackburn-yes

Ty Crowder-yes

Jessica Hunter-yes

Robert Tooker-yes

Gail Gentry-yes

Ald. Megann Thompson- no

Vince Ellis-yes

Luther Bratton-yes

Ted Jernigan-yes

Motion passed 8-1.

2. **A request by George Mears (applicant/surveyor) for approval of Rockland Estates Preliminary Plat, Phase 1&2, (Tax Map 016, Parcels 44.00, 44.01, 61.00) acreage 51.95 +/- . Zone Residential PUD (Plan Unit Development).**

Nate Heisler (City Planner) gave an overview of this request. This plan has been through the Planning Commission and City Council. This is for phase 1&2, they will have 56 lots total. The one of the entrances will be off 109N, the final plat will be divided up, 25 lots per phase. We met with TDOT and they require left hand turn and right hand turns off of HWY 109N. We have one open comment; update the traffic study; the last one was from 2022. No comments from Utilities.

Members discussed the safety concerns from entering HWY 190-N with high traffic.

Carlton Cobb (Public Works Director) states TDOT is working on installing a light at Magnolia Springs on 109-N.

There was some concern about overflow parking on the streets. Private streets vs. public streets, these streets will be public streets. The developer can classify the street as public or private. This plan unit development was presented months ago.

Ty Crowder made a motion to approve contingent on an updated traffic study reviewed and approved by TDOT, Gail Gentry gave a second.

Chairwoman Blackburn asks for a roll call vote:

Ann Blackburn-yes

Ty Crowder-yes

Jessica Hunter-yes

Robert Tooker-yes

Gail Gentry-yes

Ald. Megann Thompson- yes

Vince Ellis-yes

Luther Bratton-abstain

Ted Jernigan-yes

Motion passed 8-0.

3. A request by Kyle Schneider (applicant) for site plan approval of Procaps Laboratories location Eubanks Road, Robertson County (Tax Map 012, Parcel 61.03) 10.43 acres, Zoned IG (Industrial General).

Nate Heisler states this is a 90,000 square foot warehouse, parking is 46 spaces, they have 146 spaces. They have met the design review requirements.

We have open comments with drainage, we are working with the applicant to complete. See the following open comments:

- NEED DETAILED DRAWINGS OF THE TANK AND PUMP
- SHOW PROPOSED AND EXISTING CONTOURS ON UTILITIES PLAN
- MOVE HYDRANT ONTO SITE AND NEAR WATERLINE
- RELABEL AS THE FOLLOWING: 12" TAPPING SLEEVE & VALVE
- SHOW SANITARY SEWER CROSSING
- Storm Water-Provide TNR # (TN Construction General Permit)

Megan Heisler states we are working with the applicant on the utility comments.

Ald. Thompson made a motion to approve with staff comments, Ty Crowder gave a second. Motion carried 9-0.

City Planner's Comments

The PUD ordinance passed through the city council.

Planning Commission Members Comments

The Planning Commission members request a meeting with staff to discuss receiving Planning Commission packets the week before the meeting, so they have time to review.

ADJOURNMENT

Ted Jernigan made a motion to adjourn at 6:15 pm, Ms. Jessica Hunter gave a second.

Chairwoman

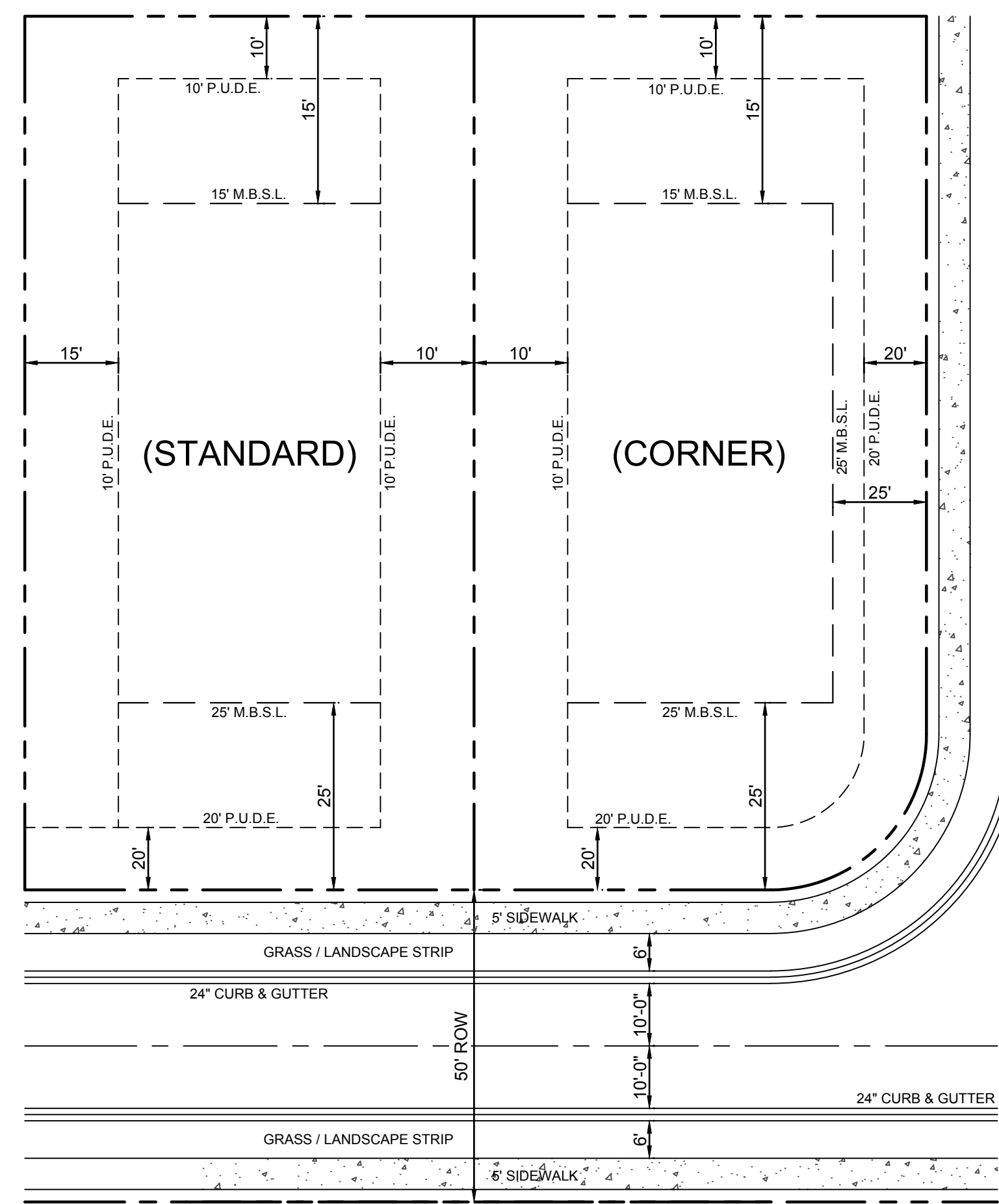
Date

Recording Secretary

Date

PRELIMINARY DEVELOPMENT PLAN FOR: COVENTRY P.U.D. SUBDIVISION

0 WESTLAND STREET
TAX MAP 20P, GROUP B, PARCEL 1.00
CITY OF PORTLAND
SUMNER COUNTY, TENNESSEE
FEBRUARY 14, 2024



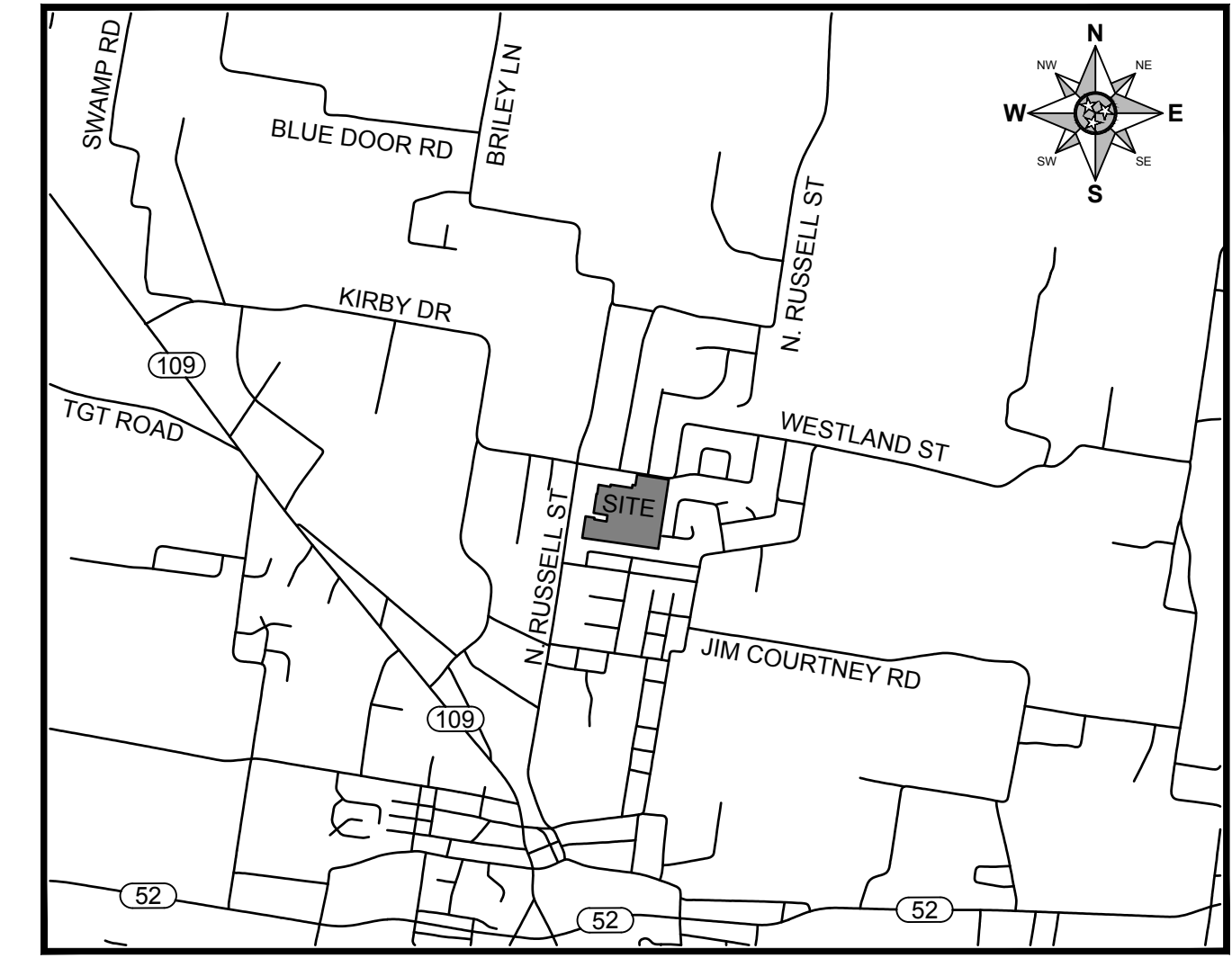
LOT SIZES VARY, SEE LOT TABLE FOR DETAILS.

TYPICAL LOT LAYOUT
SCALE: 1" = 20'

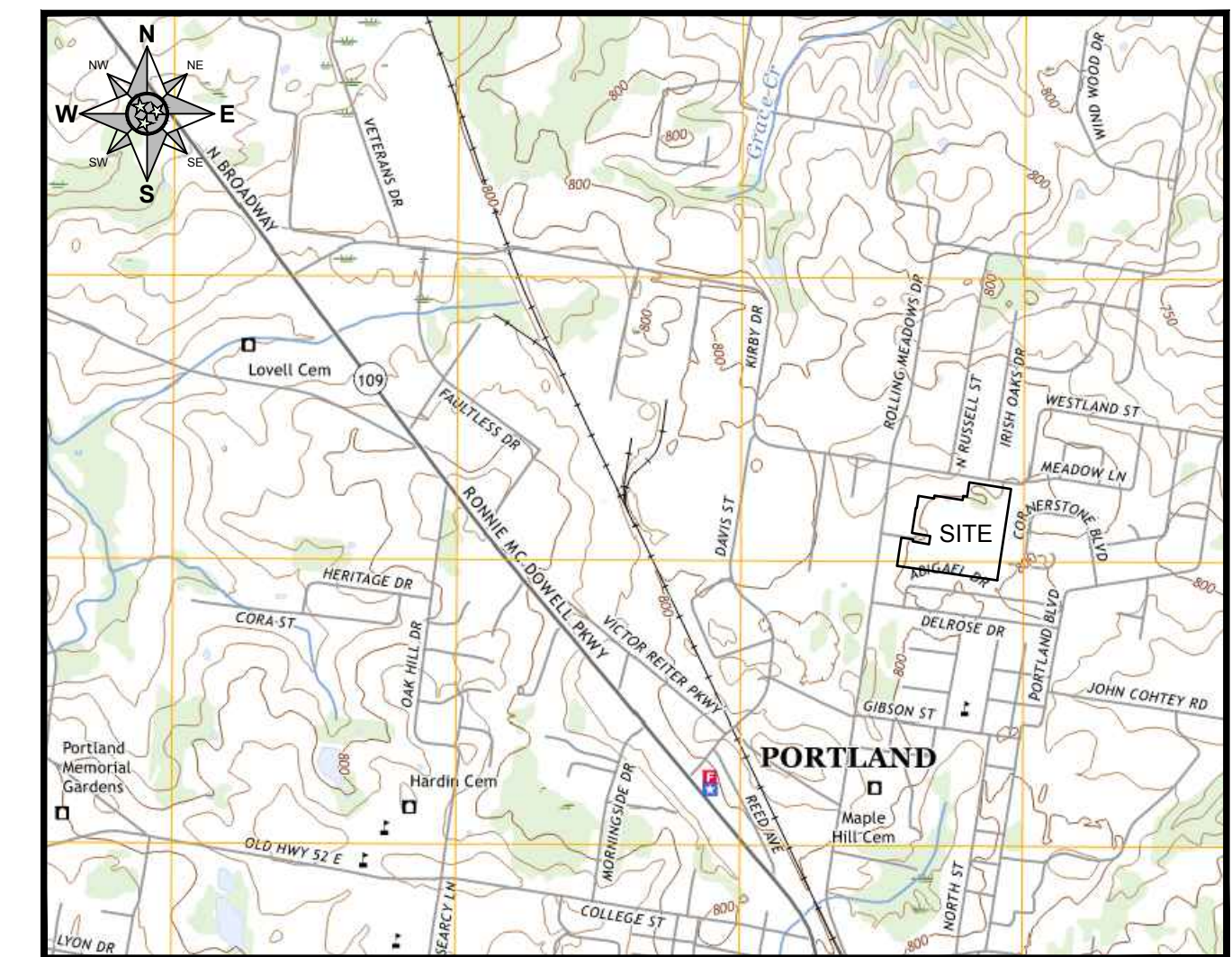


DEVELOPMENT MAP
SCALE: 1" = 150'

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
CP-00	COVER SHEET
CP-01	EXISTING RESOURCES & SITE ANALYSIS
CP-02	SITE PLAN
CP-03	AMENITIES PLAN
CP-04	UTILITY PLAN



VICINITY MAP
NTS



USGS MAP
SCALE: 1" = 2,000'

FLOODPLAIN NOTE:

THIS PROPERTY IS NOT IN AN AREA DESIGNATED AS A SPECIAL FLOOD AREA, AS SHOWN ON COMMUNITY MAP 47165C0132G, PANEL NUMBER 132 OF 477, EFFECTIVE DATE APRIL 17, 2012.

BULK STANDARDS / SITE DATA:

TAX MAP GROUP PARCEL	20P B 1.00
PROPERTY ZONED PROPOSED ZONING	R-15 (LOW DENSITY RESIDENTIAL) PUD (PLANNED UNIT DEVELOPMENT)
SITE ADDRESS	0 WESTLAND STREET PORTLAND, TENNESSEE 37148
SITE ACREAGE	26.1± AC.
LOTS	60
MINIMUM LOT AREA	10,000 S.F.
MINIMUM LOT WIDTH	72 FEET
MINIMUM SETBACK	
FRONT YARD	25 FEET
SIDE YARD	10 FEET
REAR YARD	15 FEET
OPEN SPACE	6.68± AC.

CONTACT LIST

OWNER:
AMANDA J. MOORE
43 FERN COVE
SANTA ROSA BEACH, FL 32459
DEED BOOK 5481, PAGE 32

DEVELOPER:
MIDDLE TENNESSEE DEVELOPERS, LLC
1611 JONES FRANKLIN ROAD
SUITE 101
RALEIGH, NC 27606
PHONE: (615) 480-8732
CONTACT: THOMAS STEFFEN
E-MAIL: thomas.steffen@midtenndev.com

CIVIL ENGINEER:
M2 GROUP, LLC
P.O. BOX 2543
BRENTWOOD, TN 37024
PHONE: (615) 477-1379
CONTACT: KEVIN BOHMAN, P.E.
E-MAIL: kevin@m2grouppllc.com

UTILITY CONTACTS:

WATER SUPPLY:
CITY OF PORTLAND
100 SOUTH RUSSELL STREET
PORTLAND, TN 37148
(615) 323-1437

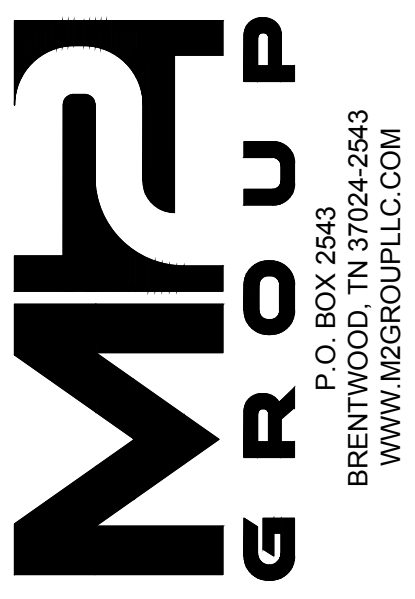
ELECTRIC SERVICE
CUMBERLAND ELECTRIC
MEMBERSHIP CORP. (CEMC)
207 S BROADWAY
PORTLAND, TN 37148

SANITARY SEWER
CITY OF PORTLAND
100 SOUTH RUSSELL STREET
PORTLAND, TN 37148
(615) 323-1437

GAS SERVICE
CITY OF PORTLAND
100 SOUTH RUSSELL STREET
PORTLAND, TN 37148
(615) 323-1437

REVISION #	DATE	DESCRIPTION

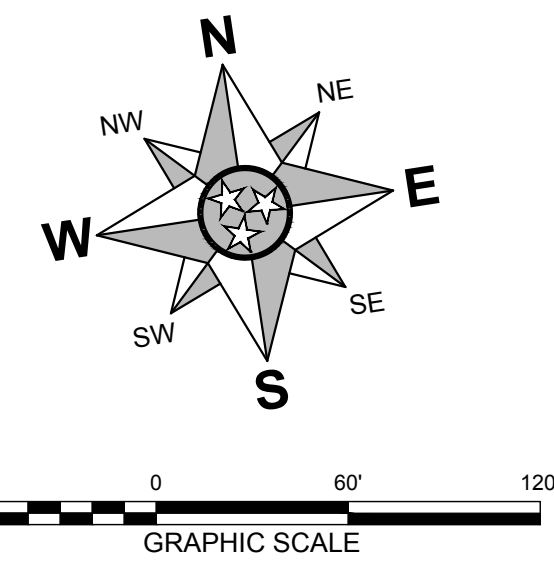
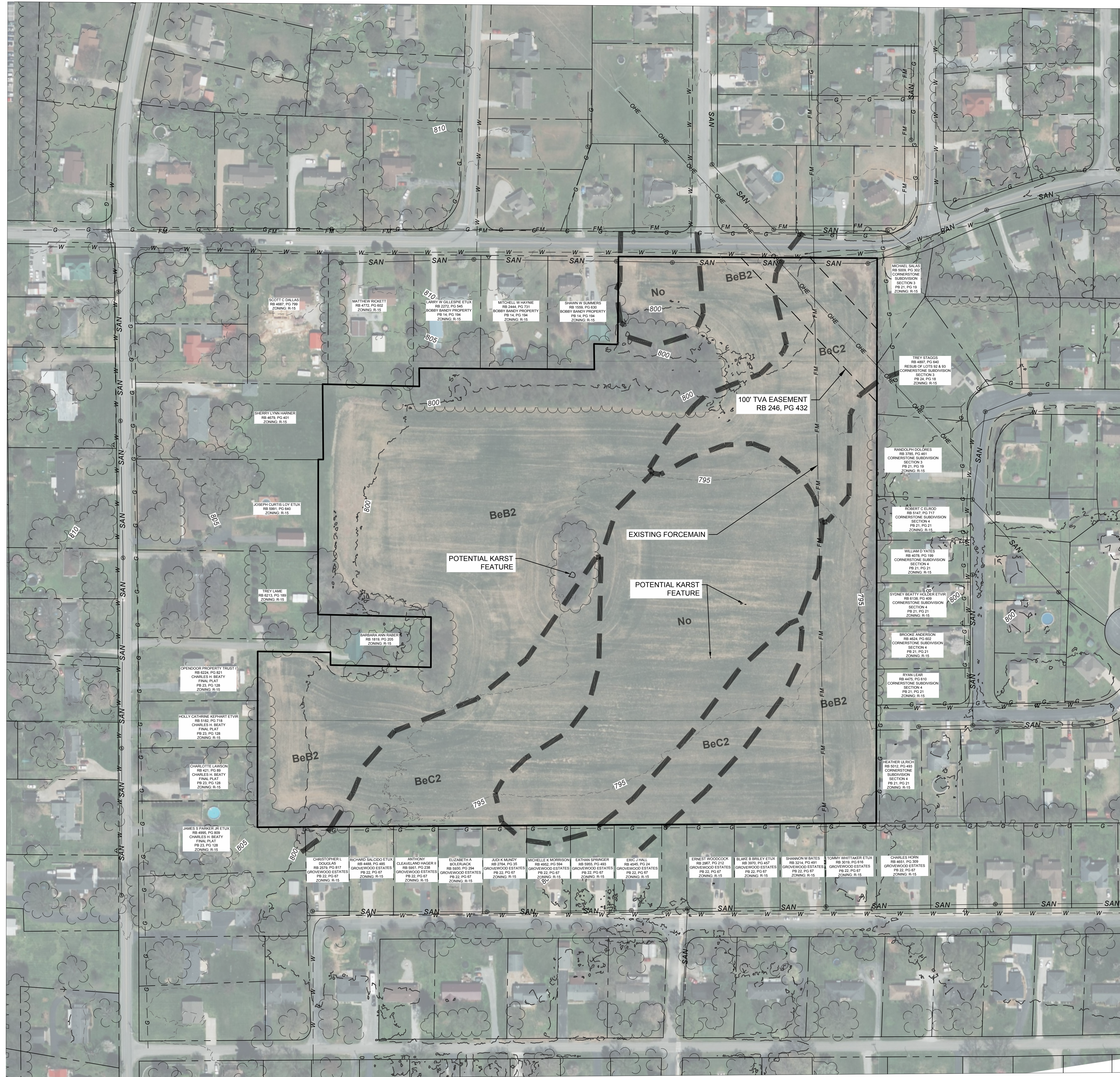
PRELIMINARY DEVELOPMENT PLAN FOR:
COVENTRY P.U.D. SUBDIVISION
0 WESTLAND STREET
TAX MAP 20P, GROUP B, PARCEL 1.00
CITY OF PORTLAND
SUMNER COUNTY, TENNESSEE



COVER SHEET

DATE: FEBRUARY, 2024
DRAWN BY: M2G
PROJECT NO.: 23-076
CHECKED BY:

SHEET NUMBER:
PDP-00



- LEGEND**
- SUBJECT PROPERTY
 - - - ADJOINING PROPERTY
 - - - EASEMENT
 - OHE — EXISTING OVERHEAD ELECTRIC
 - G — EXISTING GAS
 - SAN — EXISTING SANITARY SEWER
 - FM — EXISTING SANITARY FORCEMAIN
 - █ SOIL TYPE LIMIT
 - BeB2 SOIL TYPE NAME
 - ~ EXISTING TREE CANOPY

REVISION #	DATE	DESCRIPTION

PRELIMINARY DEVELOPMENT PLAN FOR:
COVENTRY P.U.D. SUBDIVISION
 0 WESTLAND STREET
 CITY OF PORTLAND
 SUMNER COUNTY, TENNESSEE



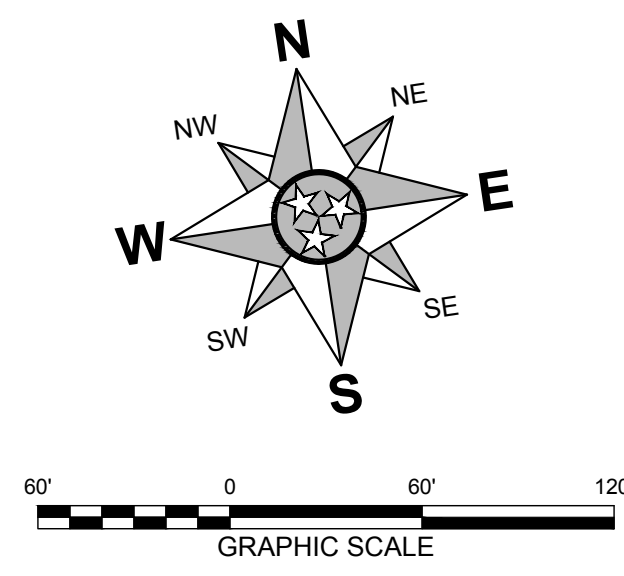
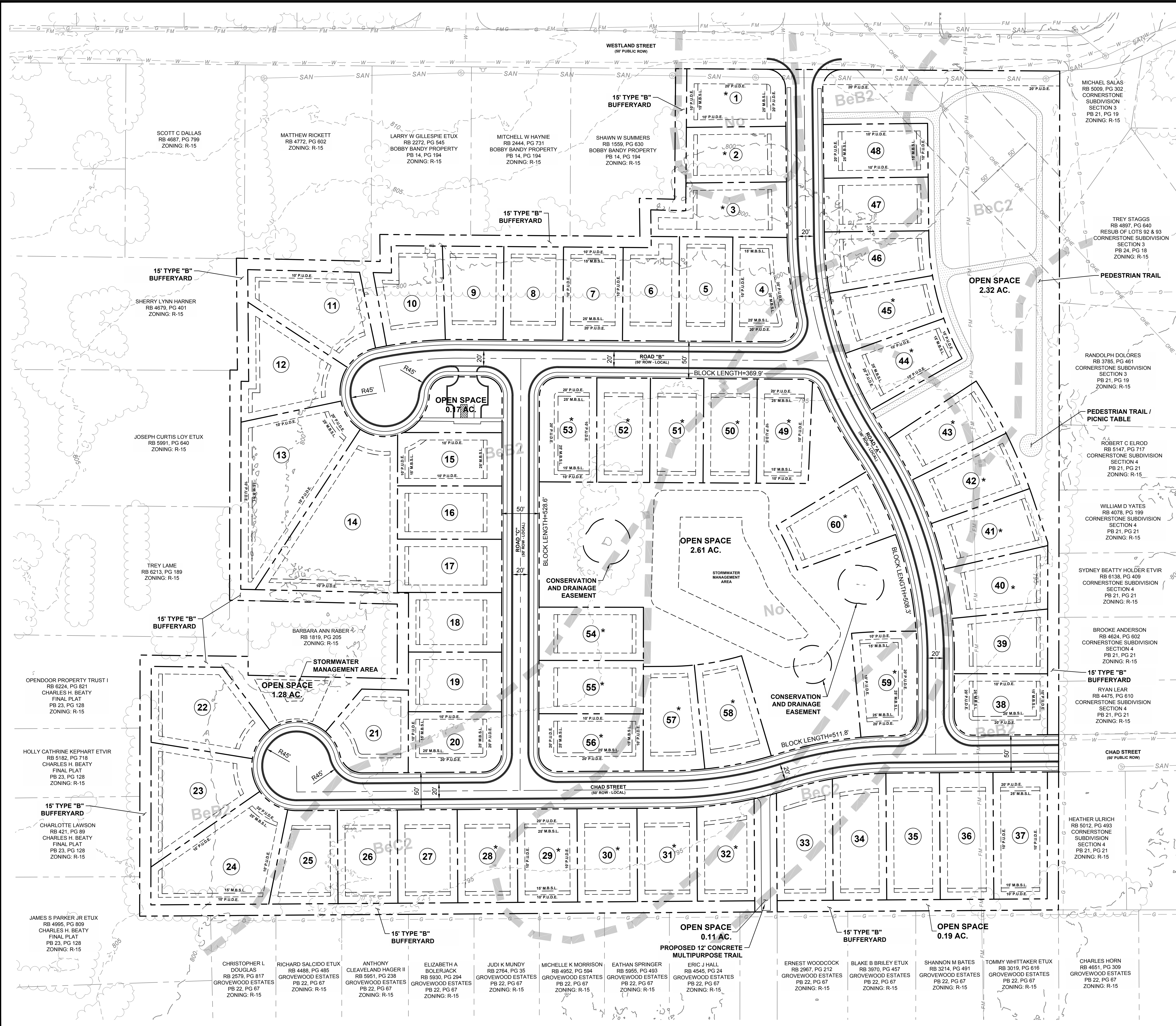
EXISTING RESOURCES & SITE ANALYSIS

DATE: FEBRUARY, 2024 DRAWN BY: TOT
 PROJECT NO.: 23-076 CHECKED BY: M2G

SHEET NUMBER:
PDP-01

FLOODPLAIN NOTE:
 THIS PROPERTY IS NOT IN AN AREA DESIGNATED AS A SPECIAL FLOOD AREA, AS SHOWN ON COMMUNITY MAP 47165C0132G, PANEL NUMBER 132 OF 477, EFFECTIVE DATE APRIL 17, 2012.

SLOPES NOTE:
 SITE CONSISTS ENTIRELY OF SLOPES 15% OR LESS.



LEGEND

- SUBJECT PROPERTY
- ADJOINING PROPERTY
- - - EASEMENT
- - - OHE EXISTING OVERHEAD ELECTRIC
- - - G EXISTING GAS
- - - SAN EXISTING SANITARY SEWER
- - - FM EXISTING SANITARY FORCEMAIN
- SOIL TYPE LIMIT
- SOIL TYPE NAME
- EXISTING TREE CANOPY
- - - LOT LINE
- - - MINIMUM BUILDING SETBACK LINE
- - - EASEMENT

SITE DATA TABLE

TOTAL PROJECT SITE AREA	=	26.13 ACRES
TOTAL NUMBER OF LOTS	=	60
TOTAL LOT AREA	=	15.49 ACRES
MAXIMUM LOT SIZE	=	25,915 SQ. FT.
MINIMUM LOT SIZE	=	10,000 SQ. FT.
AVERAGE LOT SIZE	=	11,247 SQ. FT.
DENSITY	=	2.30 LOT / ACRES
TOTAL OPEN SPACE	=	6.68 ACRES
% OF OPEN SPACE	=	25.55 %
TOTAL R.O.W.	=	3.96 ACRES

CRITICAL LOTS

LOTS DENOTED WITH (*) CONTAIN NATURAL OR MANMADE FEATURES THAT AFFECT THE FEASIBILITY OF CONSTRUCTION, SUCH AS A LOT FEATURE BE DESIGNATED A CRITICAL LOT.

LOTS 49 THRU 60 ARE CRITICAL LOTS DUE TO PROXIMITY OF SINKHOLE, AND/OR OTHERWISE LOW-LYING AREA.

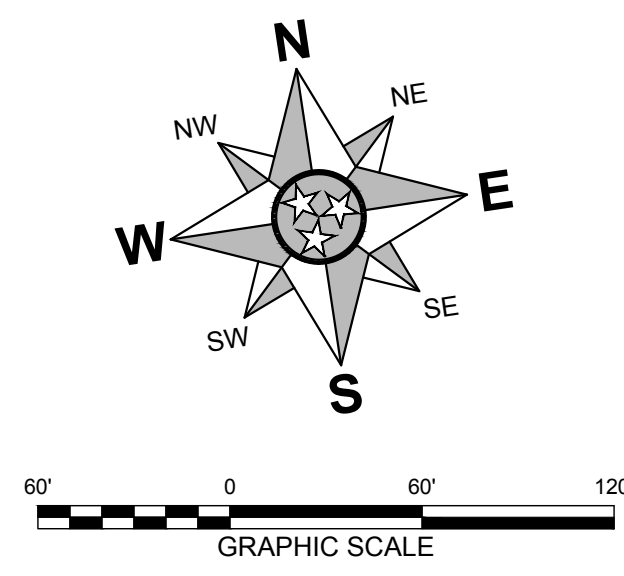
LOTS 6 THRU 10, 35 THRU 37, 41 THRU 46, 49 THRU 53 & 57 THRU 60 ARE CRITICAL LOTS DUE TO THE PRESENCE OF NOLIN SILT LOAM (NO) SOIL PER NRCS SOIL MAP.

STORMWATER NOTE

STORMWATER QUALITY AND QUANTITY CONTROL IS PROPOSED TO BE ACHIEVED THROUGH THE USE OF WET RETENTION PONDS. EXISTING SITE IS SITUATED IN A LOW SPOT IN THE SURROUNDING TOPOGRAPHY, AND THERE ARE INDICATIONS OF CARST FEATURES ON SITE THAT WOULD ACCEPT LARGE AMOUNTS OF STORMWATER THROUGH INFILTRATION. FURTHER GEOTECHNICAL INVESTIGATIONS SHALL BE PERFORMED TO CONFIRM AND PROVIDE MORE CLARITY TO THE STORMWATER DRAINAGE PATTERNS.

<p>PRELIMINARY DEVELOPMENT PLAN FOR: COVENTRY P.U.D. SUBDIVISION</p> <p style="font-size: small;">0 WESTLAND STREET CITY OF PORTLAND, TENNESSEE SUMNER COUNTY, TENNESSEE</p>	<p style="text-align: center;">MRG GROUP</p> <p style="font-size: x-small; text-align: center;">P.O. BOX 2543 BRENTWOOD, TN 37024-2543 WWW.MRGGROUP.COM</p>
<p>SITE PLAN</p> <p>DATE: FEBRUARY, 2024 DRAWN BY: MZG PROJECT NO.: 23-076</p>	<p>TOT: MZG CHECKED BY:</p>

23-076 - CP - SITE PLAN.DWG, Wednesday, February 14, 2024, 10:56:31 AM



LEGEND

- SUBJECT PROPERTY
- ADJOINING PROPERTY
- EASEMENT
- OHE - EXISTING OVERHEAD ELECTRIC
- G - EXISTING GAS
- SAN - EXISTING SANITARY SEWER
- FM - EXISTING SANITARY FORCEMAIN
- SOIL TYPE LIMIT
- SOIL TYPE NAME
- EXISTING TREE CANOPY
- LOT LINE
- MINIMUM BUILDING SETBACK LINE
- EASEMENT
- PASSIVE OPEN SPACE
- USABLE OPEN SPACE
- SINGLE FAMILY LOT

SITE DATA TABLE

TOTAL PROJECT SITE AREA	=	26.13 ACRES
TOTAL NUMBER OF LOTS	=	60
TOTAL LOT AREA	=	15.49 ACRES
MAXIMUM LOT SIZE	=	25,915 SQ. FT.
MINIMUM LOT SIZE	=	10,000 SQ. FT.
AVERAGE LOT SIZE	=	11,247 SQ. FT.
DENSITY	=	2.30 LOT / ACRES
TOTAL OPEN SPACE	=	6.68 ACRES
% OF OPEN SPACE	=	25.55 %
TOTAL R.O.W.	=	3.96 ACRES

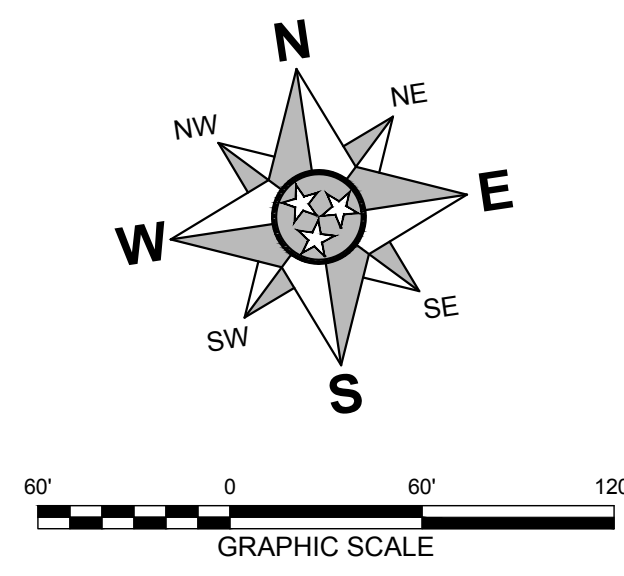
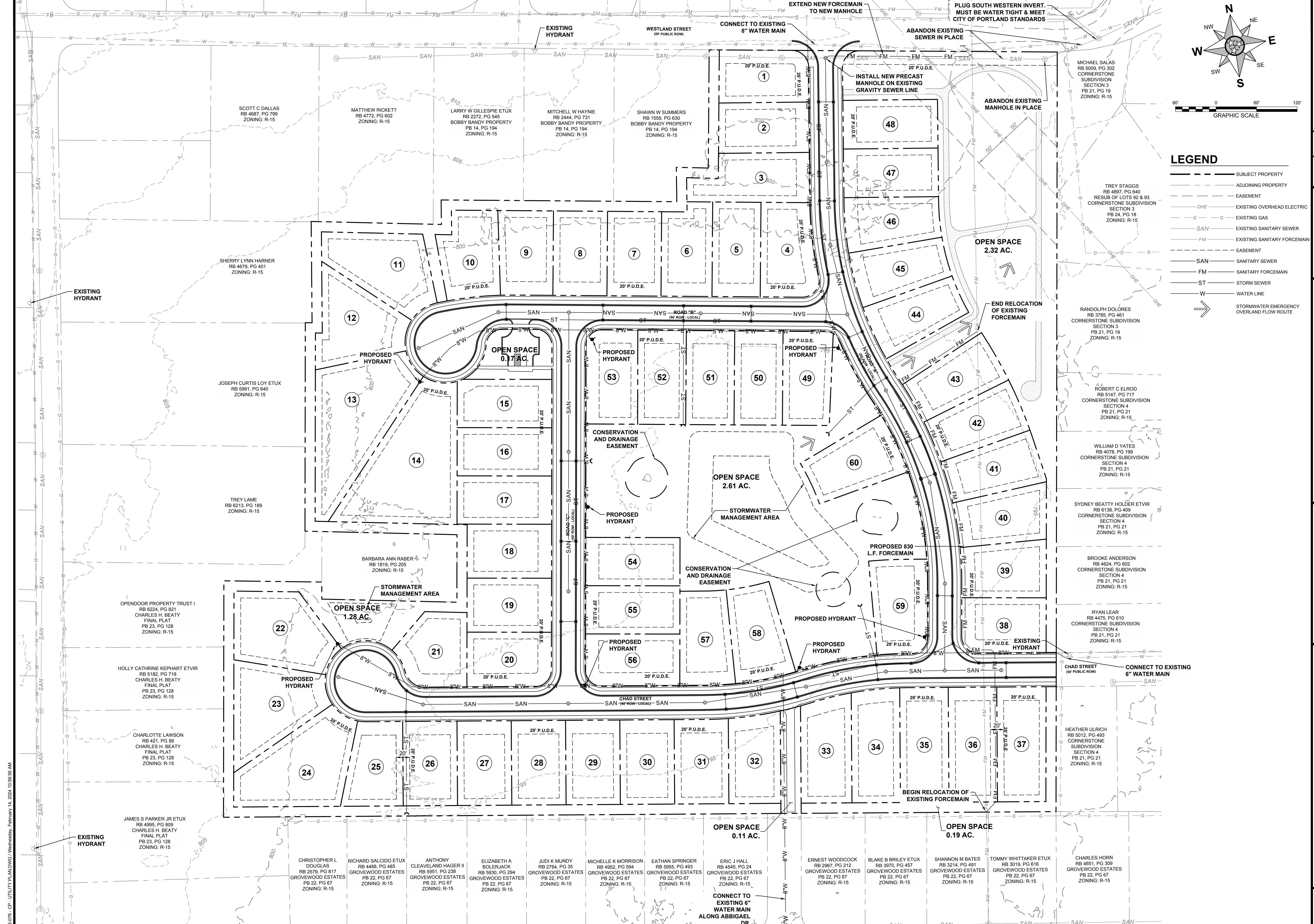
OPEN SPACE SUMMARY

OPEN SPACE REQUIRED = 20%
 OPEN SPACE PROVIDED = 25.55%
 USABLE OPEN SPACE REQUIRED
 OPEN SPACE REQUIRED x 10% = REQUIRED USABLE OPEN SPACE
 280,432.94 x 10% = 28,043.29 SF OR 0.64 AC.
 USABLE OPEN SPACE PROVIDED = 65,056.41 OR 1.49 AC (23.20%)

PHASING PLAN
 PROPOSED AMENITIES TO BE CONSTRUCTED IN ONE PHASE ALONG WITH REST OF DEVELOPMENT.

CRITICAL LOTS
 LOTS DENOTED WITH (*) CONTAIN NATURAL OR MANMADE FEATURES THAT AFFECT THE FEASIBILITY OF CONSTRUCTION, SUCH A LOT SHALL BE DESIGNATED A CRITICAL LOT.
 LOTS 49 THRU 60 ARE CRITICAL LOTS DUE TO PROXIMITY OF SINKHOLE, AND/OR OTHERWISE LOW-LYING AREA.
 LOTS 6 THRU 10, 35 THRU 37, 41 THRU 46, 49 THRU 53 & 57 THRU 60 ARE CRITICAL LOTS DUE TO THE PRESENCE OF NOLIN SILT LOAM (NO) SOIL PER NRCS SOIL MAP.

DESCRIPTION	
REVISION #	DATE
PRELIMINARY DEVELOPMENT PLAN FOR: COVENTRY P.U.D. SUBDIVISION <small>0 WESTLAND STREET CITY OF PORTLAND SUMNER COUNTY, TENNESSEE</small>	
AMENITIES PLAN	
DATE:	FEBRUARY, 2024
DRAWN BY:	M2G
CHECKED BY:	23-076
PROJECT NO.:	
PDP-03	



LEGEND

	SUBJECT PROPERTY
	ADJOINING PROPERTY
	EASEMENT
	EXISTING OVERHEAD ELECTRIC
	EXISTING GAS
	EXISTING SANITARY SEWER
	EXISTING SANITARY FORCE MAIN
	EASEMENT
	SANITARY SEWER
	SANITARY FORCE MAIN
	STORM SEWER
	WATER LINE
	STORMWATER EMERGENCY OVERLAND FLOW ROUTE

REVISION #	DATE	DESCRIPTION

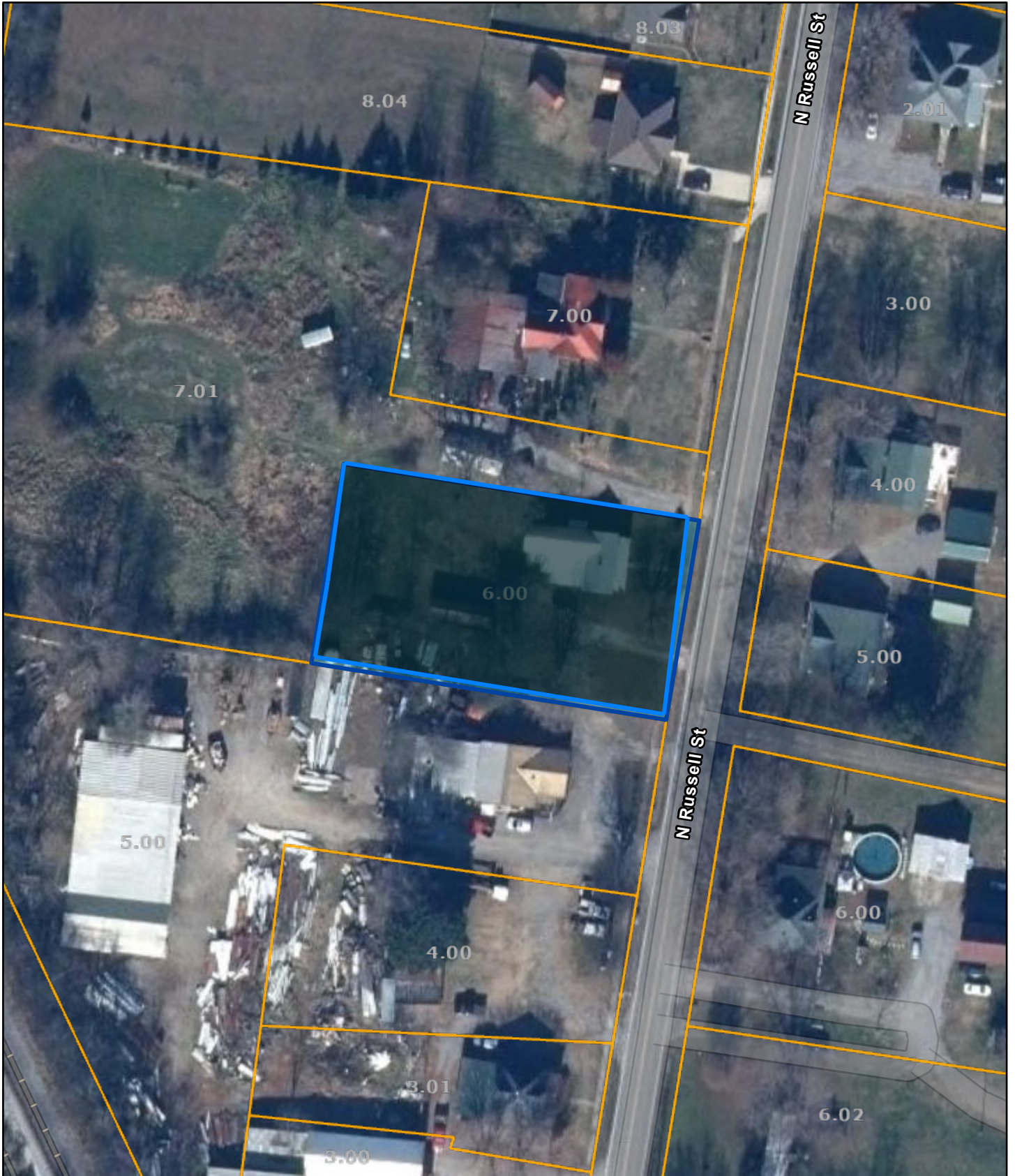
PRELIMINARY DEVELOPMENT PLAN FOR:
COVENTRY P.U.D. SUBDIVISION
0 WESTLAND STREET
 CITY OF PORTLAND
 SUMNER COUNTY, TENNESSEE



DATE:	DRAWN BY:	TOT:
FEBRUARY, 2024	M2G	M2G
PROJECT NO.:	CHECKED BY:	
23-076		

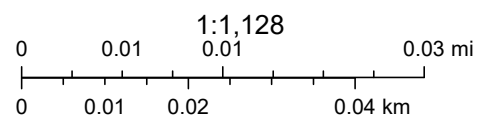
SHEET NUMBER:
PDP-04

Sumner County - Parcel: 033A D 006.00



Date: February 2, 2024

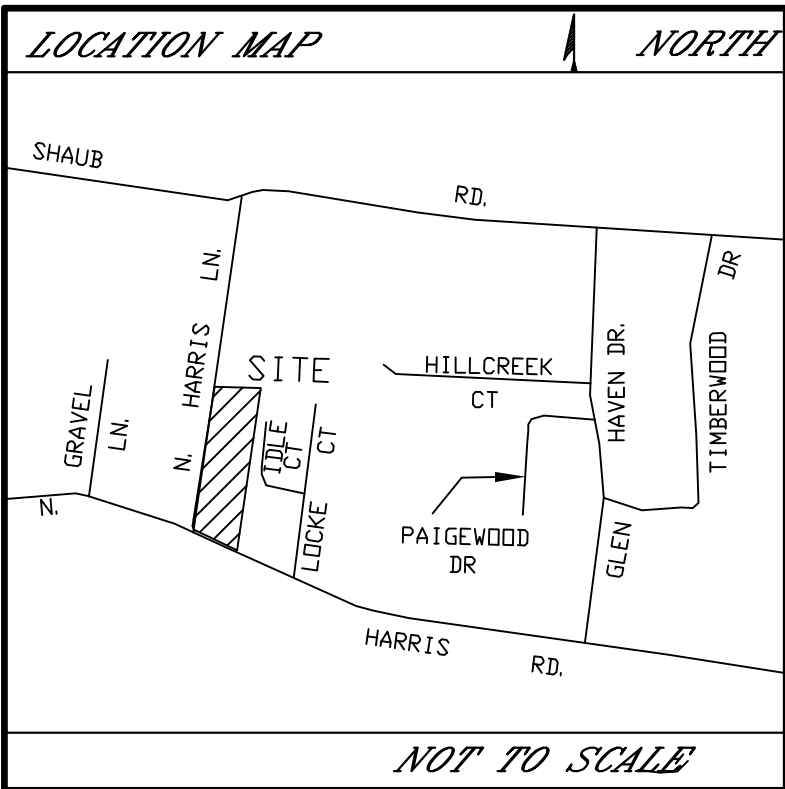
County: Sumner
Owner: EVERETTE DANNY
Address: NORTH RUSSELL STREET 134
Parcel Number: 033A D 006.00
Deeded Acreage: 0
Calculated Acreage: 0
Date of TDOT Imagery: 2021
Date of Vexcel Imagery: 2023



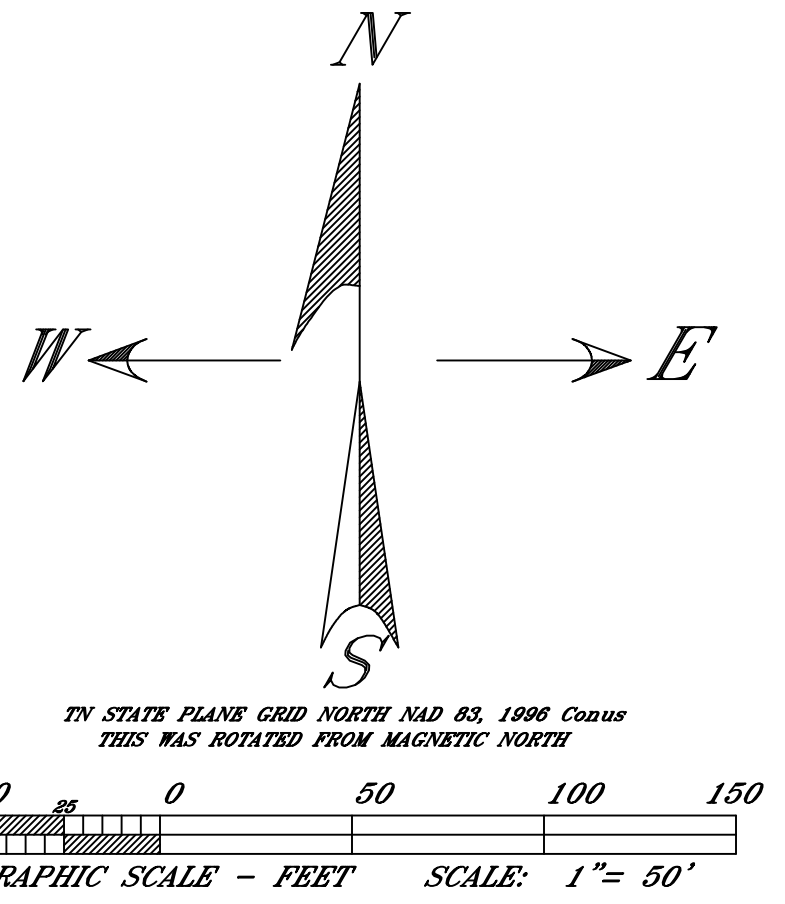
Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury, TDOT Aerial Surveys

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.





**Preliminary Plat of
Bracken Estates
(Version 2)
16th Civil District
Sumner County, Tennessee
(Inside Portland City Limits)**



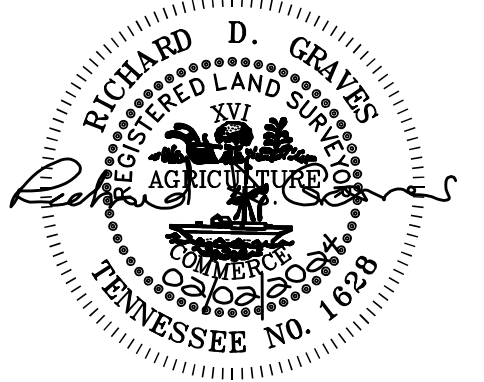
- Legend**
- 1/2" IRON RE-BAR SET UNLESS OTHERWISE NOTED
 - IRF IRON RE-BAR FOUND
 - G GASLINE
 - W WATERLINE
 - S SEWER LINE
 - PS PROPOSED 8" SEWER LINE
 - WM WATER METER
 - GV GAS VALVE
 - M.B.S.L. MINIMUM BUILDING SETBACK LINE
 - P.U.D.E. PUBLIC UTILITY DRAINAGE EASEMENT
 - I.E. INGRESS, EGRESS
 - (PS) 1/2" IRON RE-BAR SET PRIOR SURVEY CAPPED RLS #1628
 - SMH (S) SEWER MANHOLE

**Creekwood Subdivision,
Section 4
P.B. 30 P. 264
Zoned: R-10**

Tanesha Ct.

**Tax Map 19
Parcel 94.01
Zoned: RR**

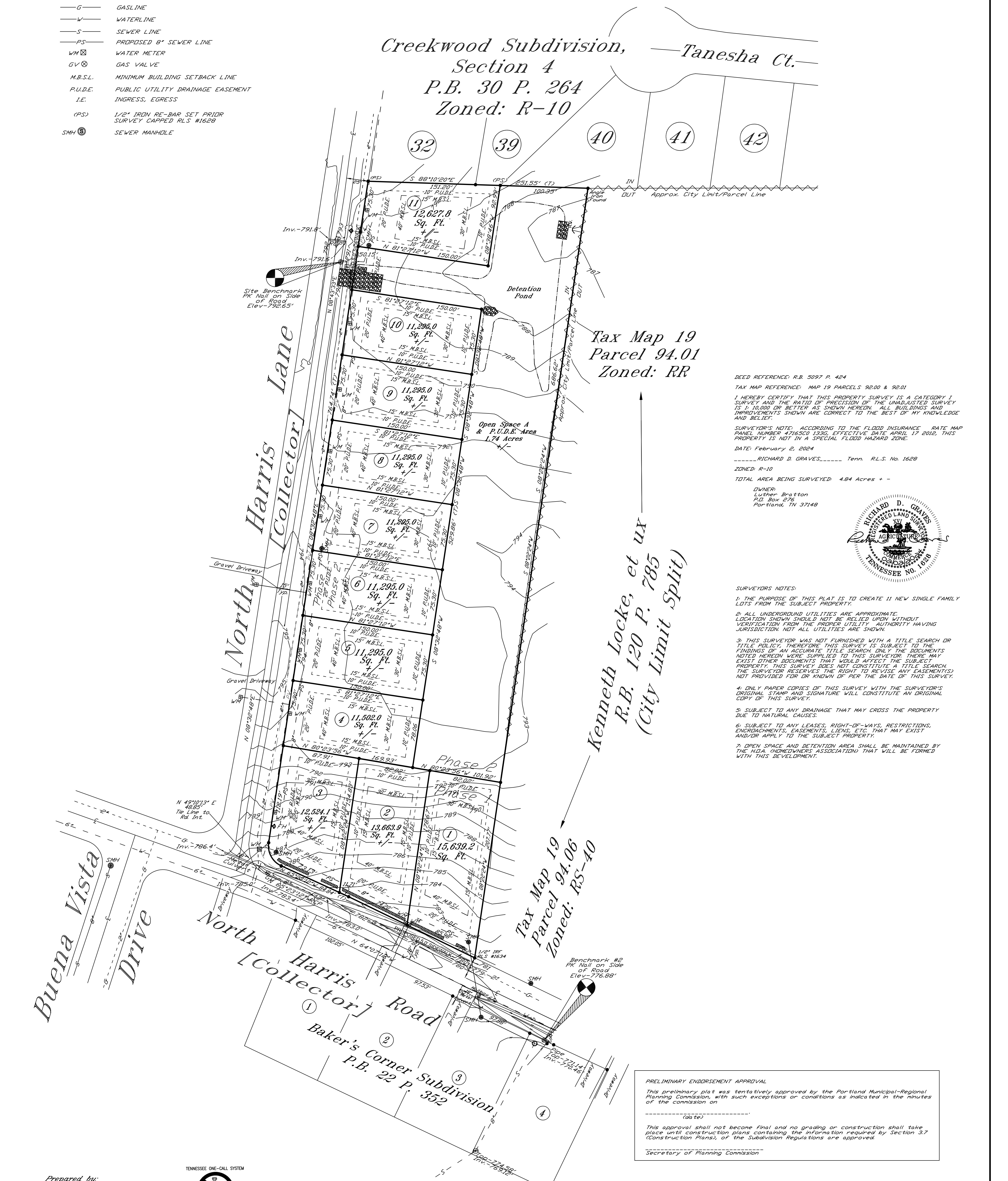
DEED REFERENCE: R.B. 5097 P. 424
TAX MAP REFERENCE: MAP 19 PARCELS 92.00 & 92.01
I HEREBY CERTIFY THAT THIS PROPERTY SURVEY IS A CATEGORY 1 SURVEY AND THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY IS 1:10,000 OR BETTER AS SHOWN HEREIN. ALL BUILDINGS AND IMPROVEMENTS SHOWN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
SURVEYOR'S NOTE: ACCORDING TO THE FLOOD INSURANCE RATE MAP PANEL NUMBER 476300 1330, EFFECTIVE DATE APRIL 17 2012, THIS PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD ZONE.
DATE: February 2, 2024
RICHARD D. GRAVES, Tenn. R.L.S. No. 1628
ZONED: R-10
TOTAL AREA BEING SURVEYED: 4.84 Acres +-
OWNER:
Luther Bratton
P.O. Box 276
Portland, TN 37148



- SURVEYOR'S NOTES:**
- THE PURPOSE OF THIS PLAT IS TO CREATE 11 NEW SINGLE FAMILY LOTS FROM THE SUBJECT PROPERTY.
 - ALL UNDERGROUND UTILITIES ARE APPROXIMATE. LOCATION SHOWN SHOULD NOT BE RELIED UPON WITHOUT VERIFICATION FROM THE PROPER UTILITY AUTHORITY HAVING JURISDICTION. NOT ALL UTILITIES ARE SHOWN.
 - THIS SURVEYOR WAS NOT FURNISHED WITH A TITLE SEARCH OR TITLE POLICY. THEREFORE THIS SURVEY IS SUBJECT TO THE FINDINGS OF AN ACCURATE TITLE SEARCH. ONLY THE DOCUMENTS NOTED HEREIN WERE SUPPLIED TO THIS SURVEYOR. THERE MAY EXIST OTHER DOCUMENTS THAT WOULD AFFECT THE SUBJECT PROPERTY. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH. THE SURVEYOR RESERVES THE RIGHT TO REVISE ANY EASEMENTS NOT PROVIDED FOR OR KNOWN OF BEFORE THE DATE OF THIS SURVEY.
 - ONLY PAPER COPIES OF THIS SURVEY WITH THE SURVEYOR'S ORIGINAL STAMP AND SIGNATURE WILL CONSTITUTE AN ORIGINAL COPY OF THIS SURVEY.
 - SUBJECT TO ANY DRAINAGE THAT MAY CROSS THE PROPERTY DUE TO NATURAL CAUSES.
 - SUBJECT TO ANY LEASES, RIGHT-OF-WAYS, RESTRICTIONS, ENCROACHMENTS, EASEMENTS, LIENS, ETC. THAT MAY EXIST AND/OR APPLY TO THE SUBJECT PROPERTY.
 - OPEN SPACE AND DETENTION AREA SHALL BE MAINTAINED BY THE HOA, HOMEOWNERS ASSOCIATION THAT WILL BE FORMED WITH THIS DEVELOPMENT.

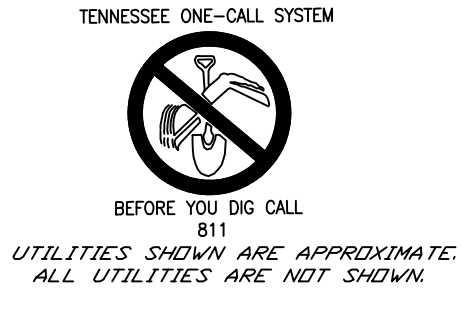
**Kenneth Locke, et ux
R.B. 120 P. 785
(City Limit Split)**

**Tax Map 19
Parcel 94.06
Zoned: RS-40**



PRELIMINARY ENDORSEMENT APPROVAL
This preliminary plat was tentatively approved by the Portland Municipal-Regional Planning Commission, with such exceptions or conditions as indicated in the minutes of the commission on _____ (date).
This approval shall not become final and no grading or construction shall take place until construction plans containing the information required by section 37 (Construction Plans), of the Subdivision Regulations are approved.
Secretary of Planning Commission

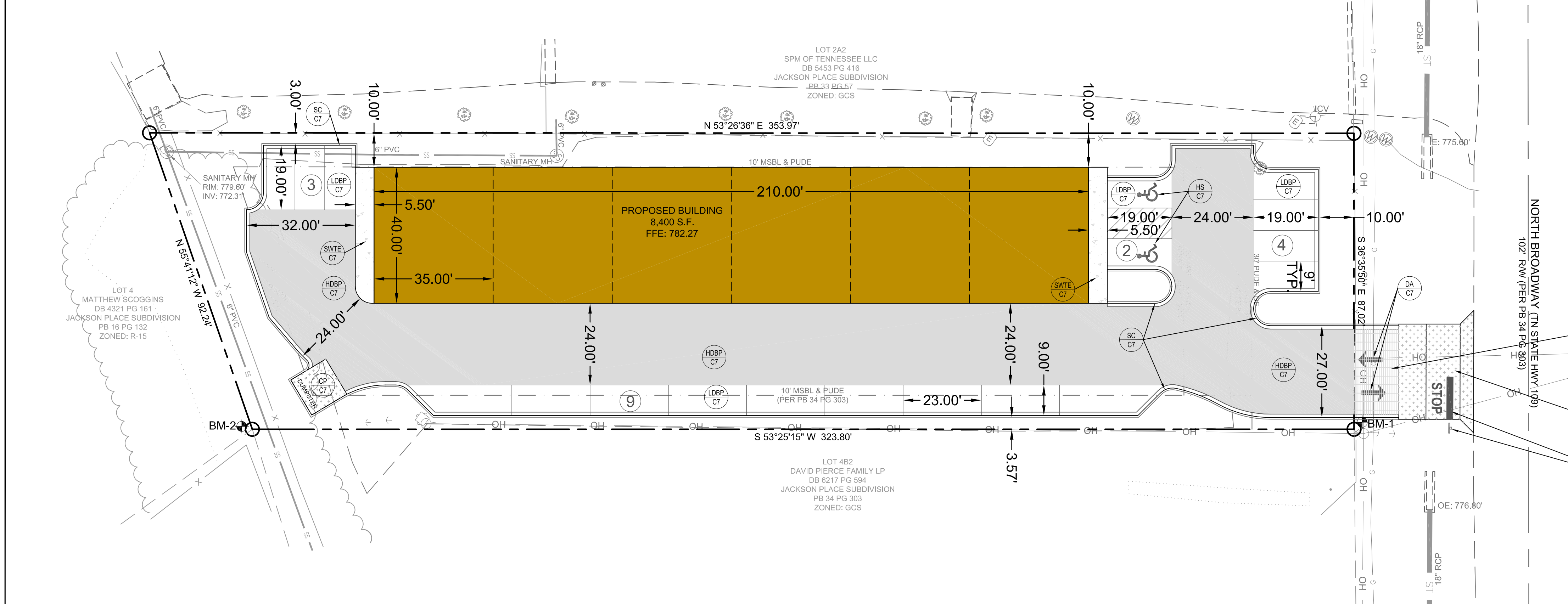
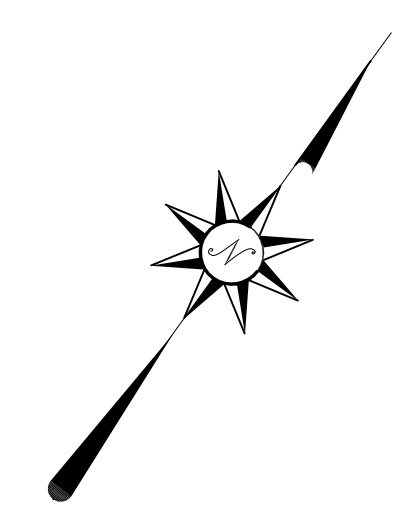
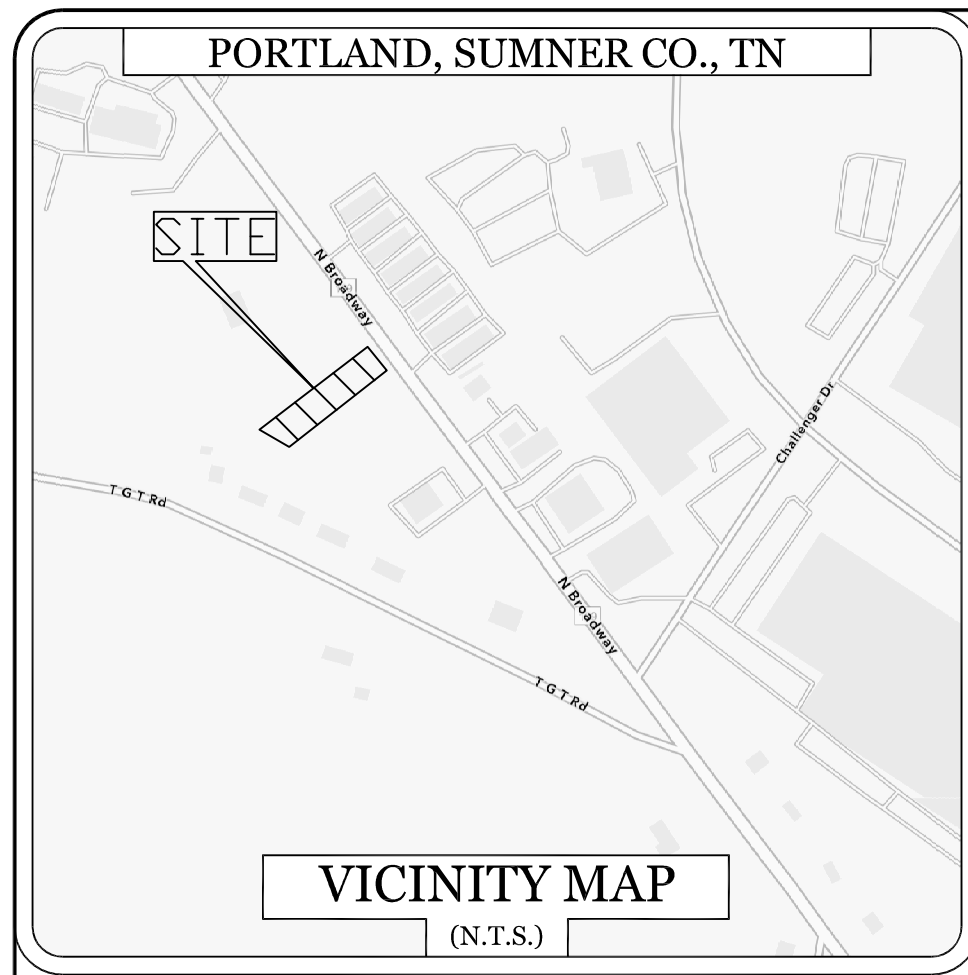
Prepared by:
**Richard D. Graves
Land Surveying
1768 New Highway 52
Westmoreland, TN 37186
Email: rgls.planning@gmail.com**



Curve Data Table

Curve	Radius	Tangent	Length	Delta	Chord	Chord Bear.
C-1	25.00'	18.71'	32.12'	73°36'45"	29.96'	N 28°34'49" W

Job # 18040TPre



- ### GENERAL NOTES
1. 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.
 2. 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.
 3. ALL DIMENSIONS INVOLVING CURB RADII ARE SHOWN TO FACE OF CURB, UNLESS NOTED OTHERWISE. ALL CURB RADII ARE 5.0' UNLESS NOTED OTHERWISE.
 4. IN THE CASE OF CONFLICT BETWEEN THIS DRAWING AND ANY OTHER DRAWING AND/OR SPECIFICATIONS, THE ENGINEER SHALL BE IMMEDIATELY NOTIFIED FOR CLARIFICATION.
 5. THE CONTRACTOR SHALL BID AND PERFORM THE WORK IN ACCORDANCE WITH ALL LOCAL, STATE AND NATIONAL CODES AND THE REQUIREMENTS OF LOCAL UTILITY COMPANIES.
 6. 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.
 7. THE CONTRACTOR IS RESPONSIBLE FOR THE SAFETY OF ALL VEHICLE TRAFFIC IN AND AROUND THE CONSTRUCTION AREA.
 8. 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.
 9. 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 TDOT STANDARDS AND SPECIFICATIONS

- CONST. TDOT PAVEMENT SECTION
- CONST. CONC. ENTRANCE RAMP PER METRO PUBLIC WORKS DETAIL ST-324
- CONST. STOP BAR STRIPING AND STOP SIGN PER MUTCD REQUIREMENTS

TDOT 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 TDOT STANDARD DRAWINGS T-M-1, T-M-2, T-M-3, T-M-4

COPYRIGHTS AND DISCLAIMERS
 THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF ACES. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY ACES IS FORBIDDEN.
 ACES ASSUMES NO RESPONSIBILITY FOR DATA SUPPLIED IN AN ELECTRONIC FORMAT. DATA IS PROVIDED ELECTRONICALLY AS A CONVENIENCE AND THE RECIPIENT IS RESPONSIBLE FOR VERIFYING ACCURACY TO THE HARD COPY OF THE CURRENT DESIGN DRAWINGS WHICH HAVE BEEN SEALED AND SIGNED. IN THE EVENT OF INCONSISTENCIES BETWEEN THE ELECTRONIC AND THE HARD COPY DATA, THE RECIPIENT IS RESPONSIBLE FOR OBTAINING CLARIFICATION ON WHICH PREVAILS.
 THE RECIPIENT RELEASES ACES, ITS EMPLOYEES, CONSULTANTS AND AGENTS FROM ANY AND ALL CLAIMS ARISING IN ANY WAY FROM THE CONTENT OR PROVISION OF THE ELECTRONIC DATA.
 NOTHING SHALL REDUCE OR DIMINISH ACES'S OWNERSHIP OF OR COPYRIGHT IN THE DATA OR ITS COMPILATION OR ARRANGEMENT, ANY ANALYSIS, SOFTWARE OR FORMATTING IN THE ELECTRONIC DATA IS CONSIDERED PROPERTY OF ACES.
 THE RECIPIENT OF ELECTRONIC DATA IS PROHIBITED FROM REDISTRIBUTING OR USING ANY DESIGN OR DRAWING INFORMATION WITHIN THE FILES FOR ANY REASON OTHER THAN IT WAS ORIGINALLY DESIGNED WITHOUT THE WRITTEN CONSENT OF ACES.

DEVELOPMENT SUMMARY		
STATISTIC	PERMITTED / REQUIREMENT	PROVIDED
CURRENT ZONING	GCS	GCS
PROPOSED USE	COMMERCIAL	COMMERCIAL
TOTAL SITE AREA	MIN. XXXX +/- AC. 29,511 +/- SQ. FT.	0.88 +/- AC. 29,511 +/- SQ. FT.
LOT COVERAGE	0.44 +/- AC. (65% BUILDING) 19,182 SF (65%)	0.19 +/- AC. (28% BUILDING) 8,400 SF. (28.5%)
BUILDING SETBACKS	FRONT 50' (NORTH) REAR 20' (SOUTH) SIDE 10' (EAST) SIDE 20' (WEST)	FRONT 78.02' (NORTH) REAR 62.5' (SOUTH) SIDE 37.02' (EAST) SIDE 10' (WEST)
TOTAL PARKING	USE TYPE = *REQMT PER CODE X SPXXX DEVELOPMENT INFO = X SPACES	18 SPACES PROVIDED 16 STANDARD SPACES 2 ADA SPACES
LANDSCAPE PLAN	REQUIRED/NOT REQUIRED	REQUIRED - SEE L1
DRAINAGE PLAN	REQUIRED/NOT REQUIRED	REQUIRED - SEE C3
TRAFFIC STUDY	REQUIRED/NOT REQUIRED	REQUIRED
SITE ACCESS	PUBLIC WORKS DEPARTMENT OF PORTLAND	1 ACCESS POINT ALONG NORTH BROADWAY

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

BUILDING SUMMARY		
STATISTIC	PERMITTED / REQUIREMENT	PROVIDED
FOOT PRINT	19,182.15 SF	8,400 S.F. +/-
BUILDING AREA	-	8,400 S.F. +/-
BUILDING HEIGHT	65'	15' (1 STORY)
FLOOR AREA RATIO	.8	8,400 SF/29,511 SF = 0.28



REVISIONS

TYLER COLLINS
 808 NORTH BROADWAY
 PORTLAND, TN 37418

ACES
 ARNOLD CONSULTING
 ENGINEERING SERVICES, INC.
 P.O. BOX 1398
 BOWLING GREEN, KY 42101
 PHONE (270) 780-9445

JOB NUMBER: 23-3209-L
 DATE: 2-14-2024
 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

CONSTRUCTION LEGEND

- HEAVY DUTY BITUMINOUS PAVEMENT	- HANDICAP PARKING SIGN
- LIGHT DUTY BITUMINOUS PAVEMENT	- HANDICAP PARKING SIGN (VAN ACCESSIBLE)
- TDOT PAVEMENT SECTION	- WHEEL STOP
- METRO PUBLIC WORKS COMMERCIAL ENTRANCE ST-324	- HANDICAP RAMP
- CONCRETE PAVEMENT	- DIRECTIONAL ARROW
- CURB AND GUTTER	- SIDEWALK WITH TURNDOWN EDGE
- HANDICAP SYMBOL	- SIDEWALK

GRAPHIC SCALE:
 0' 20' 40' 60'
 SCALE: 1" = 20'

3.02

2.10
.61AC

JACKSON PLACE
P.B.16-PG.134

1 ACc

2.01

PB33 PG57

4.01

4

"A"

4

1.32AC

"A"

PB34PG303
PB31PG122
PB29PG307

TGT TRACE
P.B.16-PG.132

"B"

4

200'

100'

"B"

3

"B"

100'

"B"

100.36'

140.53'

RESUB
P.B.27 PG 154

2

157.73'

"B"

158.65'

109

109

211.63'

100'

219.5'

100'

227.97'

100'

100'

6

150'

PB23,PG303

6 week Review



2024 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL PLANNING COMMISSION

(Reviews all subdivision plats, street acceptances, plans of service, Preliminary/Final Master Development Plans, rezonings, and site plans, per the Gallatin Zoning Ordinance and Subdivision Regulations)

<u>Submittal Deadline</u>	<u>Work Session Date</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Tuesday, December 12, 2023	Monday, January 8, 2024*	Thursday, January 11, 2024*	Monday, January 22, 2024
Tuesday, January 16	Monday, February 5	Monday, February 12	Monday, February 26
Tuesday, February 13	Monday, March 4	Monday, March 11	Monday, March 25
Tuesday, March 12	Monday, April 1	Monday, April 8	Monday, April 22
Tuesday, April 9	Monday, April 29*	Monday, May 6*	Monday, May 20*
Tuesday, May 14	Monday, June 3	Monday, June 10	Monday, June 24
Tuesday, June 11	Monday, July 1	Monday, July 8	Monday, July 22
Tuesday, July 16	Monday, August 5	Monday, August 12	Monday, August 26
Tuesday, August 13	Monday, September 9*	Thursday, September 12*	Monday, September 23
Tuesday, September 17	Monday, October 7	Friday, October 11*	Monday, October 28
Tuesday, October 15	Monday, November 4	Thursday, November 7*	Monday, November 18*
Tuesday, November 12	Monday, December 2	Thursday, December 5*	Monday, December 16*
Tuesday, December 17, 2024	Monday, January 6, 2025	Monday, January 13, 2025	Monday, January 27, 2025

Pre-Application Conference Required - Projects require the applicant to have a pre-application conference with staff prior to submitting documents for consideration by the Planning Commission. Please contact the Gallatin Planning Department at (615) 451-5796 to schedule a pre-application conference. Applications will not be accepted without the required pre-application conference.

Initial Submittal Information - All submittals should be submitted digitally through the self-service portal on the city website (www.gallatintn.gov). Initial submittals must include a completed Application Form, with required owner signature(s) or agent letter, a completed Checklist, required supporting documents, review fee, PDF and DWG digital files of the completed plan set, and proof of ownership by **12:00 p.m.** on the published submittal deadline schedule. **Submittal information will be inspected upon arrival; incomplete submittals will no longer be accepted.**

Resubmittal Information - Resubmittal documents submitted through the self-service portal in response to the staff review comments must be turned in to the Gallatin Planning Department by **12:00 p.m.** on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: PDF and DWG digital files of the completed plan set, any requested/required supporting information, and a detailed response letter addressing all departmental review comments.

Gallatin Municipal Planning Commission - Planning Commission usually meets in work session the first Monday of each month and in regular session the fourth Monday of each month. Meetings begin at 5 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall. ***Indicates a deviation from the normal schedule.**

Digital Submittals: If you have any issues with the digital submittal process, please contact the Planning Department for assistance.

The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Natalie Logue, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.

7-Week Review

City of White House 2024 Planning Commission Schedule

MEETING DATES @ 7:00 p.m.	FIRST <u>SUBMITTAL</u> SHUTOFF	STAFF REVIEW	STAFF COMMENTS DEADLINE	<u>OPTIONAL COMMENT REVIEW MEETING WITH STAFF/APPLICANT</u>	AMENDED SUBMITTAL DEADLINE
January 8, 2024	Nov. 27, 2023	Nov. 27-Dec. 11, 2023	Dec. 11, 2023 @ 5:00	Dec. 14, 2023 @ 3pm	Dec. 27, 2023 @ 5:00
February 12, 2024	Dec. 26, 2023	Dec. 26-Jan. 9, 2024	Jan. 9, 2024 @ 5:00	Jan. 11, 2024 @ 3:pm	Jan. 31, 2024 @ 5:00
March 11, 2024	Jan. 29, 2024	Jan. 29-Feb. 12, 2024	Feb. 12, 2024 @ 5:00	Feb. 15, 2024 @ 3:pm	Feb. 28, 2024 @ 5:00
April 8, 2024	Feb. 26, 2024	Feb. 26-Mar. 13, 2024	Mar. 11, 2024 @ 5:00	Mar. 14, 2024 @ 3pm	Mar. 27, 2024 @ 5:00
May 13, 2024	Mar. 25, 2024	Mar. 25-Apr. 8, 2024	Apr. 8, 2024 @ 5:00	Apr. 11, 2024 @ 3pm	Apr. 22, 2024 @ 5:00
June 10, 2024	April 29, 2024	Apr 29-May 13, 2024	May 13, 2024 @ 5:00	May 16, 2024 @ 3pm	May 28, 2024 @ 5:00
July 8, 2024	May 28, 2024	May 28-June 11, 2024	June 11, 2024 @ 5:00	June 13, 2024 @ 3pm	June 25, 2024 @ 5:00
August 12, 2024	July 1, 2024	July 1-July 15, 2024	July 15, 2024 @ 5:00	July 18, 2024 @ 3pm	July 29, 2024 @ 5:00
September 9, 2024	July 29, 2024	July 29-Aug. 12, 2024	Aug. 12, 2024 @ 5:00	Aug. 15, 2024 @ 3pm	Aug. 26, 2024 @ 5:00
Tues Oct. 15, 2024	Sept. 3, 2024	Sept 3-Sept. 17, 2024	Sept. 17, 2024 @ 5:00	Sept. 19, 2024 @ 3pm	Oct 1, 2024 @ 5:00
Tues Nov. 12, 2024	Oct. 1, 2024	Oct. 1-Oct. 15, 2024	Oct. 15, 2024 @ 5:00	Oct. 17, 2024 @ 3pm	Oct. 29, 2024 @ 5:00
December 9, 2024	Oct. 28, 2024	Oct. 28-Nov. 12, 2024	Nov. 12, 2024 @ 5:00	Nov. 14, 2024 @ 3pm	Nov. 26, 2024 @ 5:00
January 13, 2025	Dec. 2, 2024	Dec 2-Dec. 16, 2024	Dec. 16, 2024 @ 5:00	Dec. 19, 2024 @ 3pm	Dec. 30, 2024 @ 5:00
First Submittal Requirement: 2 Plan Sets (36 x 24)		1 Digital (PDF) Copy	Amended Submittal Requirements: 2 Plan Sets (36 x 24) 12 Plan Sets (11 x 17)		
			1 Digital (PDF) Copy		
Site Plans including landscape, lighting, and exterior building elevations			Site Plans including landscape, lighting, and exterior building elevations		
Subdivision Plat and Master Plans			Subdivision Plat and Master Plans		
Drainage Calculations			1 copy of the Drainage Calculations		
Restrictive Covenants/Homeowners Documents			12 Copies of the Restrictive Covenants/Homeowners Documents		
Contact the Planning/Codes Office for plan requirements. The requirements are contained in the Zoning Ordinance, Subdivision Regulations, and Commercial Design Standards. A preliminary design meeting is required for new development proposals.					

5 week Review

City of Goodlettsville Municipal Planning Commission 2024 Meeting and Plan Submittal/Review Schedule

Planning Commission Meeting at 5pm	Applicant Initial Submittal due by 4 PM	Staff Comments Due to Applicant	Applicant Revised Submittal due by 4 PM
1/8/2024*	12/4/2023	12/14/2023	12/28/2023
2/5/2024	1/2/2024*	1/11/2024	1/25/2024
3/4/2024	1/29/2024	2/8/2024	2/22/2024
4/1/2024	2/26/2024	3/7/2024	3/21/2024
5/6/2024	4/1/2024	4/11/2024	4/25/2024
6/3/2024	4/29/2024	5/9/2024	5/23/2024
7/1/2024	5/28/2024*	6/6/2024	6/20/2024
8/5/2024	7/1/2024	7/11/2024	7/25/2024
9/9/2024*	8/5/2024	8/15/2024	8/29/2024
10/7/2024	9/3/2024*	9/12/2024	9/26/2024
11/4/2024	9/30/2024	10/10/2024	10/24/2024
12/2/2024	10/28/2024	11/7/2024	11/21/2024
1/6/2025	12/2/2024	12/12/2024	12/30/2024*

***Dates altered due to Holidays and Special Events**

Community Development Services Staff may alter dates for submittals which do not require plan review, previous deferred actions, or due to other special circumstances

Initial Plan Submittal: Application with one (1) full size plan copy and 1 digital (pdf) copy including any reports and calculations. **Plan review fee to be paid with initial plan submittal- \$ 1,600 including engineering consultant review and \$ 600 not requiring engineering consultant review.** Application submittal on-line <https://goodlettsville-tn.govbuilt.com/>. Send digital plan submittal (either pdf or link) to amccormick@goodlettsville.gov

Revised Plan Submittal: One (1) full size plan copy and eight (8) half size or 11" x 17" sheets with digital (pdf) copy including plan review comment response letter and any revised reports and support calculations with one (1) digital (pdf) copy. Additional items may be required and will be listed in staff review comments.

5 week Review

City of Mt. Juliet 2024 Planning Commission Submittal Calendar

Month	Pre-Application Mtg, (Appt times to be scheduled, we recommend scheduling well in advance.)	Submittal Deadline 3:00 pm	Open Tech Review (Applicant Attendance Mandatory)	Staff Comments Available	Resubmittal Deadline 3:00	Tech Review (Staff Only)	Packages to PC members	PC meeting 6:30 pm
January	Nov. 28, 2023	Dec. 20, 2023	Dec. 28, 2023	Dec. 29, 2023	Jan. 4, 2024	Jan. 8, 2024	Jan. 12, 2024	Jan. 18, 2024
February	Jan. 4, 2024	Jan. 17, 2024	Jan. 23, 2024	Jan. 26, 2024	Feb. 1, 2024	Feb. 6, 2024	Feb. 9, 2024	Feb. 15, 2024
March	Jan. 30, 2024	Feb. 14, 2024	*Feb. 21, 2024	Feb. 23, 2024	Feb. 29, 2024	March 5, 2024	March 15, 2024	March 21, 2024
April	Feb. 27, 2024	March 20, 2024	March 26, 2024	March 29, 2024	April 4, 2024	April 9, 2024	April 12, 2024	April 18, 2024
May	April 2, 2024	April 17, 2024	April 23, 2024	April 26, 2024	May 2, 2024	May 7, 2024	May 10, 2024	May 16, 2024
June	April 30, 2024	May 15, 2024	May 21, 2024	May 24, 2024	May 30, 2024	June 4, 2024	June 14, 2024	June 20, 2024
July	*May 29, 2024	June 18, 2024	June 25, 2024	June 28, 2024	July 3, 2024	July 9, 2024	July 12, 2024	July 18, 2024
August	July 2, 2024	July 17, 2024	July 23, 2024	July 26, 2024	Aug. 1, 2024	Aug. 6, 2024	Aug. 9, 2024	Aug. 15, 2024
September	July 30, 2024	Aug. 14, 2024	Aug. 20, 2024	Aug. 23, 2024	Aug. 29, 2024	*Sept. 4, 2024	Sept. 13, 2024	Sept. 19, 2024
October	Aug. 27, 2024	Sept. 18, 2024	Sept. 24, 2024	Sept. 27, 2024	Oct. 3, 2024	Oct. 8, 2024	Oct. 11, 2024	Oct. 17, 2024
November	Oct. 1, 2024	Oct. 16, 2024	Oct. 22, 2024	Oct. 25, 2024	Oct. 31, 2024	Nov. 5, 2024	Nov. 15, 2024	Nov. 21, 2024
December	Oct. 29, 2024	Nov. 20, 2024	*Nov. 25, 2024	Nov. 27, 2024	Dec. 5, 2024	Dec. 10, 2024	Dec. 13, 2024	Dec. 19, 2024
January 2025	Dec. 3, 2024	Dec. 16, 2024	Dec. 17, 2024	Dec. 20, 2024	Jan. 2, 2025	Jan. 7, 2025	Jan. 10, 2025	Jan. 16, 2025

***Indicates date moved due to Holiday**

Pre-Application Meeting – All submittals will be required to have attended a pre-app meeting prior to submitting a project. Contact the Planning office to reserve a spot on our Pre-App Agendas. All reservations must be received at least 3 business days prior to the Pre-App meeting date. Due to time constraints, Pre-App meeting appointments are limited to 30-minute increments per project. **PRE-APPS ARE ONLY HELD ONCE PER CYCLE AND SLOTS FILL QUICKLY. PLEASE PLAN ACCORDINGLY.**

Initial Submittal - Must be received by **3:00 pm** on the published submittal deadline. **No late or incomplete submittals will be accepted.** All submittals must include the following: Paper copies of completed/signed application, completed checklist, fees, letters of sewer availability (if required), a recorded copy of the Deed(s) for the parcel(s) listed on the application, a legal description of the project property in Microsoft Word format (if applicable), **USB digital file** with all files saved in PDF format, & all pages saved individually. Submissions must include **TWELVE (12) 11 x 17-inch folded and stapled copies and TWO (2) 24 x 36-inch folded and stapled copies.** **Land Use Map Amendments must be submitted fourteen (14) days prior to the initial submittal date due to publication requirements. Internal administrative/staff reviews will follow the submittal calendar dates.

Resubmittal – If project has not been seen by City Staff in more than two months, it must be resubmitted on an Initial Submittal date and go through Open Tech Review. Must be received by **3:00 pm** on the published resubmittal deadline. **No late or incomplete submittals will be accepted.** All submittals must include the following: Updated Digital file with all files saved in PDF format & all pages saved individually. Resubmissions must include **THIRTY (30) 11 x 17-inch, TWO (2) 24 x 36-inch** corrected, folded and stapled copies with **plan changes “clouded”**, supporting documentation and a detailed response letter that incorporates the departmental review comments & response/action taken on each item. Please include **fifteen (15) separate copies of your response letter.**

Notes - Please note the following changes to our requirements, **A Legal Description of the property is required for all projects where Board of Commissioner approval is necessary, recorded copies of Deeds now required** ****PROJECTS ADVANCING TO THE BOC WILL BE REQUIRED TO SUBMIT 10 (11X17 IN) CORRECTED COPIES NO LATER THAN 10 BUSINESS DAYS BEFORE THE BOC MEETING WHEN YOUR PROJECT IS BEING HEARD. ** Any project that is deferred for longer than three months must come back on initial submittal date.**

City of Mt Juliet Planning & Zoning Department – www.mtjuliet-tn.gov – (615) 773-6283



Hendersonville Planning Commission Meeting Schedule 2024

4 Week Review

B. Any waiver requests must reference a specific regulation.

Initial Submittal Deadline: 12 PM Monday	Initial Comments Available Thursday	Resubmittal Deadline: 12 PM Thursday	Final Comments Available Thursday	Planning Commission Meeting Date at 6:30 PM Tuesday
November 27, 2023	December 7, 2023	December 14, 2023	December 21, 2023	January 2, 2024
January 2	January 11	January 18	February 1	February 6, 2024
February 5	February 15	February 22	February 29	March 5, 2024
March 4	March 14	March 21	March 28	April 2, 2024
April 1	April 11	April 18	May 2	May 7, 2024
May 6	May 16	May 22*	May 30	June 4, 2024
June 3	June 13	June 20	June 27	July 2, 2024
July 1	July 11	July 18	August 1	August 6, 2024
August 5	August 15	August 22	August 29	September 3, 2024
September 3*	September 12	September 19	September 26	October 1, 2024
September 30*	October 10	October 17	October 31	November 4, 2024*
October 28*	November 7	November 14	November 21	December 3, 2024
November 25*	December 5	December 12	December 19	January 7, 2025

VI. *Denotes an atypical submittal or meeting date

VII. **Please note, if the project includes an amendment to the Future Land Use Plan, the project should be submitted at least 15 prior to the initial submittal deadline listed to account for the State's 30-day public notice requirement.



Hendersonville Planning Commission Meeting Schedule 2024

I. Submittal Guidelines

- A. Submit a PDF and DWG of all submitted design documents. Plans may be emailed to the Planning Department at planning@hvilletn.org. If you do not receive confirmation of submittal within 48 business hours, please reach out to the Planning Department.
- B. Completed applications and checklists must accompany all submittals. Any item checked “Not applicable” by the submitter that is deemed applicable by the City Staff, will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact Timothy Whitten, Planning Department, or Stephen Winzenread, Public Works Department. No checklist items may be deleted.
- C. Submit appropriate review fees by end of submittal week. A fee schedule can be found on the City website (www.hvilletn.org/departments/planning).
- D. For Staff-Level reviews, refer to the Staff-Level Review Submittal Guidelines.

All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation could result in the submittal being rejected agenda consideration. All submittals should be made to the Planning Department.

II. Initial Comments

Staff will review each project and submit comments to the Planning Department to be distributed to the applicant on the dates shown on the attached Submittal Schedule, prior to resubmittal.

III. Resubmittal Guidelines

- A. Submit a PDF and DWG of all submitted design documents. Plans may be emailed to the Planning Department at planning@hvilletn.org.
- B. Responses to Staff Comments, if any.

Failure to address all staff comments may result in submittal being pulled from the Planning Commission Agenda. All submittals should be made to the Planning Department.



Hendersonville Planning Commission Meeting Schedule 2024

IV. Final Comments

Staff will review each project and submit comments to the Planning Department to be distributed to the applicant on the dates shown on the attached Submittal Schedule.

It is the applicant's responsibility to respond to the Final Comments (either agree or disagree) by Noon on Monday before the Planning Commission meeting. Failure to do so may result in the submittal being pulled from the Planning Commission agenda. All responses should be made to the Planning Department.

V. Design Review Waiver Request Guidelines

A. All waiver requests from the Building Design Standards or Landscaping Standards must be submitted in writing by the submittal deadline.



Staff Level Submittal Schedule 2024

VI. Below is the 2024 Submittal Schedule for staff-level review projects. All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation could result in the submittal being rejected or postponed until the next review rotation. All submittals should be made to Caitlin Shinn (cshinn@hvilletn.org) in the Planning Department.

Submittal Deadline: 12:00 PM	Staff Comments Available	Submittal Deadline: 12:00 PM	Staff Comments Available
Monday	Thursday	Thursday	Thursday
January 2	January 11	January 18	February 1
February 5	February 15	February 22	February 29
March 4	March 14	March 21	March 28
April 1	April 11	April 18	May 2
May 6	May 16	May 22*	May 30
June 3	June 13	June 20	June 27
July 1	July 11	July 18	August 1
August 5	August 15	August 22	August 29
September 3	September 12	September 19	October 3
September 30*	October 10	October 17	October 31
October 28*	November 7	November 14	November 21
November 25*	December 5	December 12	December 19

VII. *Denotes an atypical submittal date.



Staff Level Submittal Schedule 2024

I. The staff-level review process has been structured to resemble that of the current Planning Commission submittal schedule. All staff-level reviewed projects will adhere to the following guidelines and schedule:

II. Initial Submittal

All staff-level reviewed Final Plats and Site plans should be submitted by 12:00 PM on the first Monday or third Thursday of each month. Initial submittals must include digital copies of all submitted design documents in PDF and DWG format, as well as the appropriate applications, checklists, and fees for review.

III. Initial Comments

Staff will review each project and submit comments to the Planning Department to be distributed to the applicant on the second or last Thursday of the month, depending on submittal date. For example, if the initial plan is submitted on the first Monday, comments for the project will be available the next Thursday.

IV. Resubmittals

Resubmittals for all staff-level reviewed Final Plats and Site Plans should be submitted by 12:00 PM on the next available submittal date. For example, if the initial plan was submitted on a third Thursday, its resubmittal would be due the following first Monday. Please submit digital copies of the resubmitted plan in PDF and DWG format. Responses to staff comments should also be submitted at this time.

V. Final Comments

Staff will review each project and submit comments to be distributed on the next available comment date, as shown on the attached Submittal Schedule. Any further comments or submittals will also follow this pattern.