



**Town of Chapel Hill
Meeting Minutes
Planning Commission**

Monday, July 1, 2019

6:00 PM

Board Room

The Town of Chapel Hill Planning Commission met for their regular monthly meeting on Monday, July 1, 2019 at 6:00p.m. at the Chapel Hill Town Hall, 2202 Unionville Road, Chapel Hill, TN 37034.

Members Present: Marion Joyce, Stacey Booker, Isaac Zimmerle, Town Attorney Todd Moore, Town Administrator Mark Graves, City Planner Jim Lech, Recorder/Treasurer Chris Lowe, Mayor Jackie King.

Members Absent: Jason Jent

1. Marion Joyce called the meeting to order and quorum was established with a majority of the members being present.
2. Marion Joyce made a motion to approve the minutes from June 3, 2019. Isaac Zimmerle seconded the motion. All voted Aye. Minutes were approved.
3. Public Comments – none.
4. Agenda Items –
 - a. Spring Creek Farms
 - A new plat was sent. The common area is not on the plat. We have an electronic copy with common area on it, but it is not on the paper copy yet.
 - Benchmark Realty will do the marketing and selling.
 - Discussed HOA for Spring Creek Farms project.
 - Reviewed the process when it changes from developer to homeowner. Will change when 100% complete. This was discussed and it was suggested this be a lower percentage. Benchmark will recommend 80%.
 - HOA will have a meeting with the homeowners annually so they can voice any opinions they may have.
 - Discussed cemetery on property. Will be in the common area. The general public will have access to the cemetery. The location of the cemetery needs to be shown on the plat.
 - Discussed Section 6, Article 10 – regarding CCR.
 - Discussed open space in common area. Todd suggested that it be written to be made clear that the HOA will be responsible for the maintenance of the open space.
 - Isaac discussed #5 on the plat regarding sidewalks. This reads as Building Permit – this was an error and should be changed to read C.O.

- Isaac suggested an engineer review the lines around the lots on the plat and have them list it as an actual lot on the plat or add a note about a 5' public utility easement.
- Roadways need to be labeled as future.
- Todd said the HOA needs to be established with the Secretary of State Office.
- Isaac said we need confirmation of locations and sizes of utilities shown on plat.
- Motion was made by Jackie King to approve with the stipulations mentioned above. Isaac Zimmerle seconded the motion. All Aye.

b. Co-Op Sign

- The size of the pole sign was discussed at length and it was agreed to use a 4' pole on the sign. Isaac Zimmerle made a motion to approve the sign with the 4' pole and the motion was seconded by Stacey Booker. The motion carried.

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5. Other Business

- Jackie King mentioned the dirt and pond rock being used to fill in between houses being built on the lot on Maple Street and possible flooding issues. Mark Graves discussed the ordinance and advised that rock or dirt can be brought into a lot that is not on a flood plain.
- Todd Moore suggested an engineer look at these areas and agree these are critical lots prone to flooding. The ordinance says an engineer can identify these as critical lots.

6. Adjournment

With no other business, Marion Joyce made a motion to adjourn. The motion was seconded by Isaac Zimmerle and the meeting was adjourned.

Jackie King, Mayor

Attest: Chris Lowe, Town Recorder/Treasurer