

**Town of Chapel Hill, Tennessee**  
**Planning Commission**  
**December 20, 2021**  
**CTO: 6:00 PM**

The Town of Chapel Hill Planning Commission met in regular meeting on December 20, 2021. The meeting was held at Town Hall, 4650 Nashville Highway, Chapel Hill.

**Establishment of Quorum-** Chairwoman Marion Joyce, Mayor Mike Faulkenberry, Secretary Stacey Booker, and Member Isaac Zimmerle were present, constituting a quorum. Also present were Town Administrator Amanda Harrington and Town Attorney Todd Moore.

**Approval of minutes** – A motion by was made by Member Zimmerle, seconded by Mayor Faulkenberry. All ayes.

**Public Comment** – none

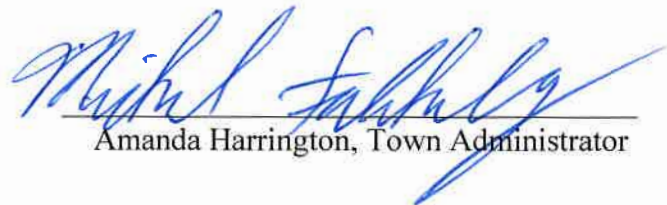
**River Forest Phase 2, Final Plat** – Doug Schenkel - This phase is townhome section of River Forest – 43 homes – requesting conditional approval because the bond amounts have not yet been established. The CCRs from the single residential homes should extend to the townhomes, but Mr. Schenkel will check with DR Horton to make sure the townhomes were included in the CCRs. Member Zimmerle expressed the Town needs to ensure that all applicants need to ensure that landscaping is included as a line item in bonding, both on performance and maintenance, rather than being lumped in with everything else. This will ensure that the Town can respond to concerned residents that there are funds in place to ensure landscaping is installed per plan at the appropriate time in the development process. Member Zimmerle emphasized that release on bonds would be based on the performance & maintenance of each part; in other words, water & sewer bond amounts would not be denied release or reduction because landscaping was not to par. Attorney Moore confirmed for Mr. Zimmerle that setbacks cannot be modified without Planning Commission approval once the plat has been recorded. Mr. Zimmerle requested the note regarding the intent for the overhead powerline to be removed, be removed from the plat since the powerline has already been moved. Mr. Schenkel agreed. Administrator Harrington explained that the project had completed the Development Review process for plat engineering & planning review, and there were no outstanding corrective comments. Zimmerle made a motion to approve subject to establishment of satisfactory bonds, including landscaping, and the housekeeping of removing the note about the powerline from the plat. Mayor Faulkenberry seconded. All ayes and the motion carried.

**Approval of Final Plat for Re-subdivision of a 1.2-acre commercial lot, Tax Map 15, Parcel 095.00.** Mrs. Harrington explained this project went through the same review process as the River Forest Phase 2. The project is a simple subdivision of one lot from a parent lot. There are no outstanding corrective comments and staff recommends approval. Mr. Zimmerle reminded the Commission that there is a depression on the property that holds water from time to time, and staff should be mindful of that when a site plan comes in for review. Mrs. Booker seconded the motion made by Mr. Zimmerle to approve the plat without conditions. All ayes and the motion carried.

**Staff Updates:** Mrs. Harrington reported that the Board of Mayor and Aldermen approved an agreement with Hethcoat Davis to update the Town's Subdivision Regulations and Utility Specifications, and with IWORQ to implement new software programs for mapping and permitting activities. Mrs. Harrington showed the Planning Commission where on the Town website the subdivision regulations, Zoning Ordinance, Zoning Map, and Development Review Process schedule is located on the Town website. Mr. Schenkel provided feedback that the Development Review Process worked very well, in his opinion, and was glad to see consistency in organization and processes implemented by Mrs. Harrington. Mrs. Harrington stated she was thankful for the Board's support of the Community Development efforts by staff. Attorney Moore stated that the Planning Commission should reaffirm the updated Zoning Ordinance in January 2022. Mrs. Harrington agreed and stated she will place it on the agenda.

With no further items of business or discussion, Chairwoman Joyce adjourned the meeting.

  
Chairman (Vice Mayor) Marion Joyce

  
Amanda Harrington, Town Administrator