

### TOWN OF ASHLAND CITY Planning Commission Meeting July 12, 2021 5:30 PM Agenda

Chairwoman: Melody Sleeper Committee Members: Steve Allen, Vivian Foston, Gerald Greer, Alberto Santacruz, Steven Stratton

### CALL TO ORDER

ROLL CALL

### APPROVAL OF AGENDA

### **APPROVAL OF MINUTES**

1. June 7, 2021 Planning Commission Meeting Minutes

### PUBLIC FORUM

### **OLD BUSINESS**

### **NEW BUSINESS**

- 2. Site Plan Review: ABC Storage
- 3. Planning Commission By-Laws and Rules of Procedures Training

### OTHER

### ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



### TOWN OF ASHLAND CITY Planning Commission Meeting June 07, 2021 5:30 PM Minutes

CALL TO ORDER Chairwoman Sleeper called the meeting to order at 5:30 p.m. ROLL CALL PRESENT Chairwoman Melody Sleeper Councilman Gerald Greer Committee Member Vivian Foston Committee Member Alberto Santacruz Committee Member Alberto Santacruz Mayor Steve Allen

### **APPROVAL OF AGENDA**

Mr. Jason McClain stated there were a few changes. He stated that item #3 should be a plat amendment in addition to the rezone for Stratton and that item #4 should not be a subdivision it was just a site plan, there was no property being divided. A motion was made by Councilman Greer, seconded by Committee Member Stratton, to approve the agenda with changes. All approved by voice vote.

### **APPROVAL OF MINUTES**

1. May 3, 2021 Planning Commission Meeting Minutes A motion was made by Committee Member Stratton, seconded by Councilman Greer, to approve the minutes. All approved by voice vote.

### **PUBLIC FORUM**

Chairwoman Sleeper read the public speaking rules prior to opening the public forum. Tracey Edward Sharp- Ms. Sharp stated that she was a resident and property owner in Ashland City. She stated that seven years ago her family moved here and her parents moved soon after. Ms. Sharp stated that Nashville was experiencing growth, which was causing problems with infrastructure, crime, and traffic. She stated she was concerned that Ashland City was going in the same direction. She stated that for that reason, she would like to go on record to oppose the development. David Lee- Mr. Lee stated that he wanted to talk about the history of the Braxton Lee Homestead. He stated that there was a statement in the news about the house no longer being historic in nature and wanted to speak against that. Mr. Lee stated that there were 90-100 people who left Virginia and arrived in Nashville sometime before 1796 when we became a state. He stated that Braxton Lee built a small cabin down from the existing homestead on the street now known as Hibiscus. Mr. Lee stated that men by the names of Batts, Binkley, Carney, Demonbreun, Durham, Felts, Etc., mustered there in the yard of that place and that there were several weddings held on the steps. Mr. Lee ran out of time and Councilman Greer asked for an exception for more time. Chairwoman Sleeper asked for a motion to extend his time. A motion was made by Councilman Greer, seconded by Committee Member Stratton, to hear the rest of Mr. Lee's statement. All approved by voice vote. Mr. Lee further stated that the Braxton Lee homestead was a pioneer outpost. He stated that it had stood proudly for well over 200 years and the history could not be told effectively without the house as it stands. Mr. Lee stated that not one shovel of dirt should be turned until they have a full historical study and a master plan created for future generations to learn about the homestead.

Cara Lee Lord- Ms. Lord stated that she was a resident in the home, but she currently lives in Pleasant View. She stated that she lived in the home for 5 years and saw several things that tried to go around

the home but failed. Ms. Lord stated that she has hosted farm-to-table dinners, open houses, and meetings and has seen the way the community wanted to have the homestead as part of the community. She stated that one thing that she hoped everyone took into consideration, was that the process that had happened, happened through manipulation and deception. Ms. Lord stated that once the history was gone, it was gone for good. She asked that everyone please make sure all the facts were there and to compare all of those facts.

May Linger- Ms. Linger stated that she does not reside in Ashland City, but she is a former resident that lives in Chapmansboro currently. She stated that she raised her children in Ashland City and her grandchildren took their first steps in Ashland City. Ms. Linger stated that, prior to any attempts of development in Ashland City, the land was used for crops and livestock. She stated that the wounds inflicted on the land by the excavation would take centuries to heal. Ms. Linger stated that there was a great story about the legacy written by our County Historian, Ms. Lisa Walker, that was shared recently. She stated that much like the past decisions of the development of the property, the decisions made would become the legacy of the future.

George Ann Raines- Ms. Raines stated that she was a landowner in Ashland City and a concerned citizen. She stated that there were many unanswered questions that needed to be addressed. She stated that the Town of Ashland City was 10.1 square miles and that 72% was urban, which was a reminder of how small the town was. Ms. Raines asked what long-term, detrimental impacts this would cause on residents of Ashland City. She stated that Marrowbone Lake was our primary watershed. Ms. Raines asked if any of the Committee Members had been up on the Braxton Lee homestead because it was truly a hidden treasure in our town. She stated that it was notated that during the Leeland Station project, the water department had a significant intake of silt, mud, and contamination to the water supply into the water plant. She further stated that because of the runoff, this could be an issue again during construction because the water would go into the pavement and would be absorbed. Ms. Raines asked if the proposed stormwater management system would be able to keep up and what kind of storm management system would there be?

Nicole Binkley- Ms. Binkley stated that she was a resident and property owner here in Ashland City and that she and her family had been here a long time and she was very proud of her heritage. She asked if the planned population density would be altered and if there would be additional costs for services like police, fire, and road service costs. She asked if this would require changing the street plan due to new or, worse, unanticipated traffic generation. Ms. Binkley also asked if the change would constitute a grant of special privilege to an individual instead of promoting public welfare and if the plan was in agreement with the long-term plan for Ashland City? Further, she stated that it was important to look at that and maintain that for our children and our children's children.

Awilda Binkley- Ms. Binkley stated that she has grown up in Cheatham County and people who lived here remember her as either a rowdy teenager or a crippled-up old lady. She asked that the Committee please take plenty of time and consider every aspect of this. She stated that she and Ms. Doris Sanders had raised many children on this property, and they think there needs to be a public town hall meeting. Ms. Binkley stated that she knows there has been a lot of talk, but that they do not know what was right and what was talk. She stated that there needs to be a meeting so that the citizens can ask questions and have input on all this.

Gina Binkley- Ms. Binkley stated that she wanted to proclaim Ashland City as a village. She stated that there was only so much space here and this proposal is too much for our village. She stated this would likely be the tipping point that would drastically affect the quality of life in Ashland City. She asked if there had been a traffic study done since the new light was installed. She stated that soon, TN Waltz would be closed for two years, and all side streets would become a cut-through. Ms. Binkley stated that she could attest that all of Forrest Street's traffic had already increased significantly. She further stated that the street was already problematic without the development that was currently going up there. Ms. Binkley stated that this plan to use Maple Street, S Poole Street, and Elm Street as access to the development was not logical and that it infringes on private property for entry into that space. She stated that, while we knew traffic would be horrible and water pressure was already a significant problem, there has already been runoff from clear land and people's basements are flooding and this had never been a problem before. Ms. Binkley stated that if this property was cleared it would be similar to a waterfall with huge risks to our city water supply. She asked if they go up there and start blasting

who would assume the responsibility for issues resulting in these things. She stated that triplexes and duplexes are not appropriate. Further, she stated that in 2010 Ashland City developed a land-use plan, and Chapter 6 talks about environmental impacts such as the destruction of wetlands. Ms. Binkley stated that she hopes the Committee looks at it.

Lisa Walker- Ms. Lisa Walker stated that she lived in Pleasant View but grew up in Ashland City. She stated that in 2005, she was appointed Cheatham County Historian and for 3 years has been an advisor to the Braxton Lee homestead. Ms. Walker stated that she was a Former Planning Commission member and member of the Ashland City council. She stated that the Braxton Lee house was historic and that simply means that it's old and worth saving. Ms. Walker stated that in a push for progress we lose our history, and buildings of the past are torn down to make way for the future. She stated that almost always the future regrets the decisions of the past. She also stated that buildings convey the history of a place and they tell you about the values and character. Ms. Walker stated that they bring us into a conversation with those who have walked in the same space before us. Further, she stated that preserving this house was beneficial in the following ways; culturally, economically, socially, environmentally, and educationally. She stated that the historic preservation of places like the homestead was important and there was no way to save it once it was gone.

Lori Hilliard- Ms. Hilliard stated that she appreciated the opportunity to speak tonight. She stated that she was a resident and has owned property in Ashland City for 26 years. Ms. Hilliard stated that with a proposal of this magnitude, that she felt strongly that a decision could not be made in one night. She stated that Spring Street has become a cut-through road and people use these streets to get back over to Forrest Street ever since the installation of the red light. Ms. Hilliard stated that it was proposed that Elm Street would be used as another entry into this development and because of that several streets there would forever be changed. She stated that there were children playing in these neighborhoods, people walking their dogs, and pushing strollers. Further, she stated that they have a petition circulating with 568 signatures in opposition. She stated that the people that would profit off of this would not have to deal with these problems after it was built.

Candice Beasley- Ms. Beasley stated that she was a resident of Ashland City and a business owner in Cheatham County. She stated that not only would it be horrible to lose the first settlement and home here, but it would be completely destructive to our town and further destroy the quality of people's lives. Ms. Beasley stated that many of the residents have spent thousands of dollars for repairs after new developments and clearings that had rerouted water. She stated that many had lost water pressure and the water smelled like chlorine. She stated that her home had flooded 11 times over the course of the past 2.5 years and each time costing a fortune to clean up. She stated that she loses electricity every other week due to transformers blowing and most of the roads, including hers, were still set up for horse and buggy. Ms. Beasley stated that there were no sidewalks or shoulders and that she personally felt that this small town was not equipped or ready for this new development until the infrastructure was fixed and updated. She also stated that she had concerns about run-off water into marrowbone creek if this development happens and that not once before the development on Turner Street and the clearing on Bell Street did she have water pressure issues or flooding issues. Ms. Beasley stated that she can no longer take a shower to wash her hair, that she had to run a bath and wash her hair in the tub and when she runs water from the kitchen or bathroom, she can see debris in the water. She stated that losing electricity and water pressure then adding the traffic of people racing down the road was a safety issue. Further, she stated that she could not be paid to believe this would not have effects on the water and electricity and that she doesn't believe it was a good decision to build in this spot, to begin with.

Gayle Watts- Ms. Watts stated that she has lived in Cheatham County for 43 years and she loved the county because it was a quiet, small, quaint town. She stated that she wasn't going to speak tonight, but after listening to everyone speak about the Braxton Lee home, she decided to because of the house next to the fire hall. Ms. Watts stated they were trying to tear down the historical house located at 1807 Highway 12 South and replace it with 60 condos. She stated that it was slid in on a meeting and she didn't feel that they got the opportunity to pull together a petition before the meeting and she asked that the citizens come out to the next meeting. Ms. Watts stated that she was trying to stop the

rezoning there and that it had been zoned R-1 for forty-three (43) years. She stated that she noticed a big influx of contractors coming into our city and that down across from Wal-Mart was condo and apartment city. Ms. Watts stated that they were taking away the beauty of the drive on the highway and the blasting caused damage to their homes last year. Further, she stated that they claimed they would put a fence around the cemetery behind the home and that would protect it, but she does not believe so. She stated that she did a study with the new apartments and homes they have already added and that would be roughly 5,081 people coming into Ashland City. Ms. Watts stated that would be 2,542 more vehicles in and out of AC and that the infrastructure was not there for it. She stated that she agreed with Ms. Beasley and that they should be fixing issues we already have.

Stacey Earl Stuart-Ms. Stuart stated that she has been a resident for 27 years. She stated that she lived at the end of South Poole Street and as a street monitor, she had always noticed people coming by fast, but it was worse now. Ms. Stuart stated that any second now, there would be a devastating accident on Forrest Street. She stated that the other thing she wanted to talk about was saving the history here, which was so important to this community. She stated that we have been through a lot and have seen it saved and then lost and it seems like everyone really cares about it for a year or so and then it becomes about the big buck, the dollar. Ms. Stuart stated that there was not a dollar value on this land, there was not a dollar value on history. Further, she stated that she felt sorry for people who had put so much time into it just to suddenly see the plans that were drawn up to include Maple, Elm, and South Poole as cut throughs. She stated that she was having trouble believing anyone involved in this.

Gary Binkley- Mr. Binkley stated that they have heard everything from history to infrastructure. He stated that he knows the history of the county wanting to put the jail up there and they were able to stop that. Mr. Binkley stated that Mr. Lee did a great job going through the history tonight. He stated that the developers have approached the county mayor about moving the historic society somewhere like Riverbluff Park, so he was planning to find out what the decision was. He asked that the council take a look at the side streets in the plans. Mr. Binkley stated that he knows for a fact that would change the whole way of living for the people on Maple Drive. He stated that they know development was coming but there needed to be a happy medium. Further, he stated that he looked forward to trying to work with developers and citizens.

Hunter Dice- Mr. Dice stated that he was a resident of AC and that he lived on South Poole Street. He stated that he was against the development. Mr. Dice stated that he knew development was inevitable, but it did not need to be duplexes. He asked if duplexes were really what we wanted to build in the last developable area. He stated that he was an engineer, and he knows our roads cannot handle it. He stated that he wanted to teach his daughter to ride her bike on their street, but if South Poole and these small streets were developed there was nowhere to do that. Mr. Dice stated that adding 400 cars to these streets was just not safe. He stated there will be environmental impacts and this will run the wildlife off. Further, he stated that no one here wanted this development and AC can do better than duplexes and triplexes.

Heather Bobler- Ms. Bobler stated that she lived in AC and had been a property owner since 2006. She stated that she had learned a lot from the meeting and that it was adding to the concerns about not having the infrastructure in place. Right now, even if school was not in and AO smith was not having a shift change in the afternoon, traffic would still be bad. Ms. Bobler stated that living in a place as beautiful as our town could be monetized if we could save, preserve, and respect it. She asked if all of these people come with their kids, were the schools funded. Further, she asked the council to think about the decision they make,

Gaylon Gray- Ms. Gray stated that she bought a house in the new developments, the Turner Street Townhomes, and these were not great quality homes. She stated that her husband and father died in AC and she moved here hoping to create a legacy in AC because when she looked at the slight view of AC before she bought her home she noticed all the green. Ms. Gray stated that upon moving into her house she discovered it wasn't level and upon complaint they adjusted the closet doors and after about 8 months of complaining they put a level on my floor and it teetered. She also stated that this winter her sixteen-month-old house started leaking and the wall and ceiling had to be replaced and the roof had to be repaired. The builder would not take any responsibility and blocked her. Ms. Gray stated that the quantity and the quality of the growth here had not been looked at. Valerie Kemp- Ms. Kemp stated that she was a homeowner, business owner, and property owner in AC. She stated that she had a unique perspective because her father was an investor in the Braxton Lee site and he had some objectives when he decided to put money towards that project. Ms. Kemp stated that the first objective was to keep the jail from going into that site, and the second was to preserve the house on that site. She stated that her family owns a lot of property in the AC area and they were not opposed to development but they wanted quality development. Ms. Kemp stated that if we ran off these developers, we do not know what type of developers we would get next. She stated that she does not want more transient housing here and when she hears duplex she thinks of junk cars in the driveway and evictions. Ms. Kemp stated that when she spoke to the developers she found that each unit would be sold in the \$300,000.00 range and their HOA guidelines would limit the number of rentals. She stated that the city needed upgrades to the water and sewer system and the city had issues with big jacked-up trucks driving down Spring Street at night but that it was not the developer's problem, and should be patrolled better by the police.

Jane Crisp- Ms. Crisp stated that she lived in AC and owned residential and commercial property. Ms. Crisp read a post written by Mr. Tom Salter whom she described as our down-to-earth renaissance man. She stated that Ashland City was in a flood zone and with all the precautions we had taken it had not solved our flood problems. Ms. Crisp asked if anyone believed that we could put all of that concrete, asphalt, and buildings on that property without it impacting the water that comes off of that hill. She stated that there aren't enough holding ponds in the world to hold that kind of water. Ms. Crisp stated that there was no way to make a successful plan to keep these homes from flooding.

### **OLD BUSINESS**

2. Final Plat Approval: Skyview Phase III.

Ms. Patty Kennedy stepped forward and stated Mr. Calvin Bell couldn't be there and he called and asked her to show up. Mr. Gregory stated this was a proposal for the final plat for Skyview Drive. He stated that this proposed subdivision would tie Skyview Drive and Annette Drive together. Mr. Gregory stated that he spoke to the surveyor and he would like to add the size of that remaining plat and with the correction, he would recommend its approval. Chairwoman Sleeper clarified this was the one they looked at during the last meeting that was lacking. Mr. Gregory confirmed yes, it was a preliminary at the last meeting. Chairwoman Sleeper asked if there were any questions regarding this. Committee Member Stratton questioned if, with that correction, we were ready for approval. Mr. Gregory confirmed. A motion was made by Councilman Greer, seconded by Committee Member Foston, to approve the final plat. All approved by voice vote.

### **NEW BUSINESS**

3. Rezone Request: R-3PUD to R-3

Chairwoman Sleeper stated the next thing on the agenda was the rezone request. Mr. Stratton stated they had decided to do a small HOA of 3 or 4 homes and had decided to go from R-3PUD back to R-3 and just go with one home. He further stated this was directly across from Sonic and there was a home there originally that was torn down. Mr. Stratton stated that they were separating it back. Councilman Greer questioned if we had rezoned to allow Mr. Stratton to put three additional homes, but he would be scaling it back to one home. Mr. Jason McClain stated he wanted to take off the PUD and just do one or two additional homes on two lots. Mr. Stratton stated that they wanted to make the new home look similar to the home we have remodeled. A motion was made by Councilman Greer, seconded by Committee Member Foston, to approve the rezone request. Voting Yea: Chairwoman Sleeper, Councilman Greer, Committee Member Foston, Committee Member Santacruz. Voting Abstaining: Committee Member Stratton

4. Subdivision Application: Valley View- Reigle Homes

Mr. Ashton Hutchinson stepped forward and stated he was a civil site engineer representing Steve Reigle. He stated that there were 2 existing parcels that he wanted to subdivide into 4 parcels, with a total of 7 homes. Mr. Hutchison stated that they do meet all the base sub

regulations in the handbook. Mr. Gregory stated this was a request to build 4 buildable lots from two existing parcels. He stated that they would need to show true, grid, or magnetic north, and show water line size. Mr. Gregory stated that they would recommend approval with those corrections. A motion was made by Committee Member Stratton, seconded by Committee Member Foston, to approve the application with corrections. Voting Yea: Chairwoman Sleeper, Councilman Greer, Committee Member Foston, Committee Member Santacruz, Committee Member Stratton.

5. Subdivision and Preliminary Plat Approval: BAM Residential Development Mr. Barry Mayo came forward and stated that he was born and raised here. He stated that he wanted to address a few things and he had an engineer here to explain the technical aspects. Three (3) years ago he was approached by an investment group to help save the house and the land that goes with it. They requested that he hold this for a year and at the end of the year they came up short on their funding and they gave them another year. He stated that the six investors decided they didn't see this dream coming true and all six owners voted to sell the land. Mr. Mayo stated that they solicited seven (7) developers to bid on the property, five (5) of them turned it down, and two (2) came forward and placed a bid on it. He stated that the Lee family sold the house, they chose to sell it, no one stole it from them. Mr. Mayo stated that they insisted they give them five (5) acres of land to go with the house and that wasn't practical. He stated that there was never a plan to tear down the house and they have tried to work with other groups to preserve it. He stated that recently they have tried to work with the county to use it as a museum and they hope that works. Mr. Mayo stated that if they wanted to tear it down they would have done so eight months ago. He stated that some of the other issues that have been brought up were not on their agenda. Mr. Mayo stated that they were planning to build one access off of Highway 12 with intentions to market this as a fifty-five (55) plus community. He stated that the roads in the development would be paid for and maintained by an HOA. Mr. Mayo stated that there was a lot that got up and said something about water pressure and sewer issues, but this project would add \$80 to \$100 million in property taxes which would give the city the funds to pay for those things. He stated that the plan has to meet the state standard for runoff, but some of the concerns the group had there were things they weren't planning on doing. Mr. Mayo stated that they wanted to build something to enhance the community with the least amount of burden on the county or city. After much discussion, Mr. Gregory stated that there were some issues identified during the engineering review regarding stormwater, landscaping, and erosion control. He stated that since this proposal met the requirements of the zoning ordinance concerning site plan submittal, upon correction of the noted specific issues, staff recommends approval with those corrections. A motion was made by Committee Member Foston, seconded by Committee Member Santacruz, to approve the plat with corrections. Voting Yea: Chairwoman Sleeper, Councilman Greer, Committee Member Santacruz. Voting Nay: Committee Member Foston. Voting Abstaining: Committee Member Stratton.

### OTHER

Mr. McClain stated that the July meeting needed to be addressed because of the holiday. A motion was made by Committee Member Foston, Seconded by Committee Member Stratton, to set the next meeting for July 12, 2021. All approved by voice vote.

Mr. Stratton stated he couldn't be involved because of partnerships with other developments and commended the great job everyone was doing.

Ms. Reed stated this would be her last meeting because she resigned and her last day would be June 24, 2021.

### ADJOURNMENT

A motion was made by Councilman Greer, seconded by Committee Member Foston, to adjourn the meeting. All approved by voice vote and the meeting was adjourned at 8:13 p.m.

# SITE CONSTRUCTION PLANS FOR ABC STORAGE FACILITY ADDITION CHEATHAM COUNTY, NASHVILLE, TENNESSEE 37015

### PREPARED BY: CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES, LLC 803 ALBEMARLE COURT BRENTWOOD, TENNESSEE 37027 CELL: (615) 504-9915 masoudfathi@comcast.net

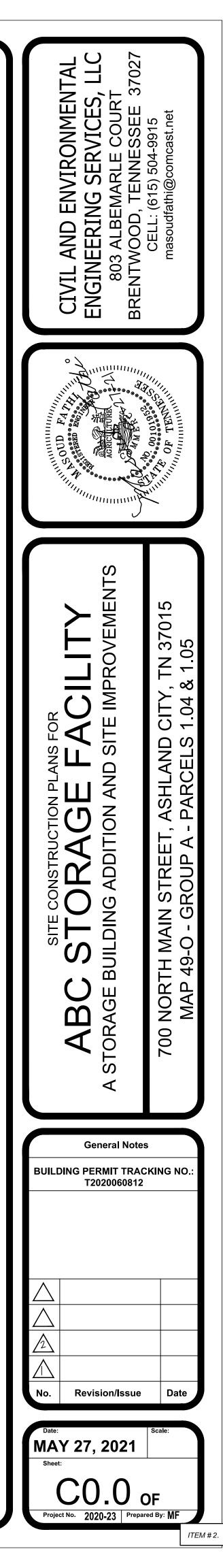


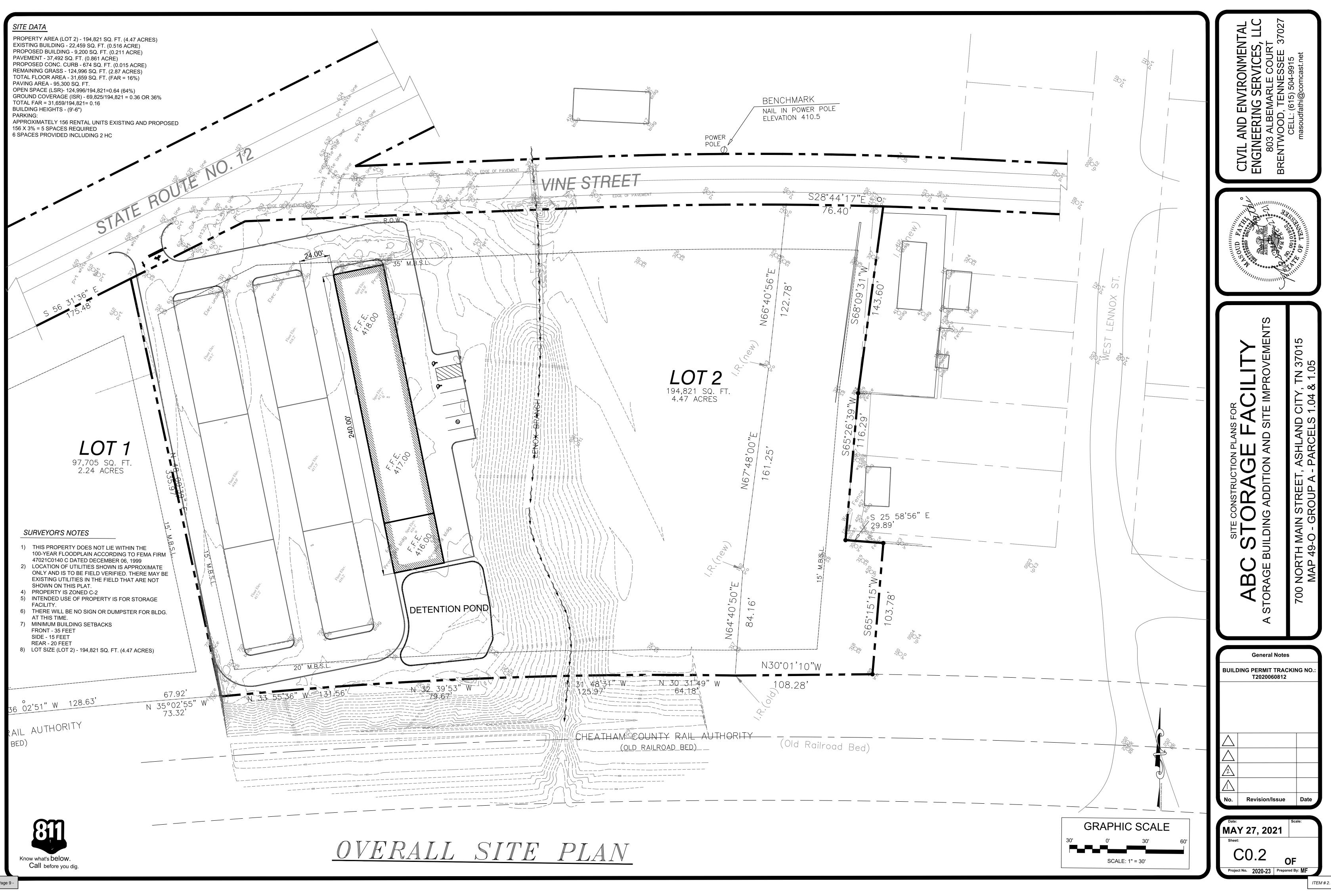
Prepared For: Mr. MIKE HIGHERS P.O. BOX 655 700 NORTH MAIN STREET ASHLAND CITY, TN 37015 (615) 792-0222 mhighers700n@yahoo.com

VICINITY MAP

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SHT. NO.	DESCRIPTION
C0.0	TITLE SHEET
C0.1	GENERAL NOTES
C1.0	SITE LAYOUT & UTILITIES PLAN
C2.0	SITE GRADING AND DRAINAGE PLAN
C2.1	PHASE I EROSION CONTROL PLAN
C2.2	PHASE II EROSION CONTROL PLAN
C2.3	PHASE III EROSION CONTROL PLAN
C3.0	SITE DETAILS
C3.1	SITE DETAILS





### GENERAL NOTES

- BASE BOUNDARY AND TOPO SURVEY IS PROVIDED BY MARVIN (BUDDY) WRIGHT SURVEYING, (615) 238-4123. ALL REFERENCES REQUIRING ACCURACY SHOULD BE DIRECTED TO THE ORIGINAL SURVEY DATA. THIS DRAWING IS BELIEVED TO CONTAIN ACCURATE BASE INFORMATION, BUT VERIFICATION AGAINST SURVEY DATA IS REQUIRED.
- OBTAIN WRITTEN AUTHORIZATION FROM THE OWNER AND UTILITY PROVIDERS PRIOR TO INTERRUPTING ANY EXISTING UTILITY (IE: WATER, SEWER, ELECTRICAL, OR TELEPHONE). LOCATE, PROTECT AND FLAG ALL PROPERTY CORNERS AND MONUMENTS ADJACENT TO THE CONSTRUCTION AREA. DO NOT
- DISTURB ANY TREES OR VEGETATION OUTSIDE THE PROPERTY OR OUTSIDE THE LIMITS OF GRADING WITHOUT ANY AUTHORIZATION FROM THE OWNERS
- CONTRACTORS SHALL COMPLY WITH TENNESSEE EROSION AND SEDIMENT CONTROL REGULATIONS. A CERTIFIED EROSION AND SEDIMENT CONTROL PERSON SHALL BE CONTACTED FOR INSPECTION OF THE CONTROL MEASURES AS A 24 HR. P.O.C. NOTES SHALL BE POSTED "ON SITE" WITH INSPECTIONS PERFORMED EVERY 72- HRS. TEMPORARY CONSTRUCTION ACCESS TO BE AT LOCATION DESIGNATED BY THE ASHLAND CITY INSPECTOR. INSTALL MINIMUM
- 20'-0" WIDE 8" THICK GRAVEL AT EXISTING ROAD FOR A MINIMUM LENGTH OF 100 FEET AT ANY CONSTRUCTION ACCESS. USE 2"-3" GRADED ROCK. PROVIDE TEMPORARY CULVERTS TO MAINTAIN ACCESS TO WORKING AREAS. REMOVE CULVERTS WHEN DIRECTED BY ENGINEER.
- AGGREGATE BASE MATERIAL SHALL MEET THE REQUIREMENTS OF TENNESSEE D. O. T. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION. THREE WORKING DAYS BEFORE YOU DIG, DRILL, BLAST OR BORE, CALL 1-800-351-1111. CALL ALL OTHER UTILITY OWNERS PRIOR
- TO WORK DURING GRADING OPERATIONS, IF DUE TO ADJUSTMENTS FOR SUBGRADE, WATER BECOMES TRAPPED, CONTRACTOR IS TO CUT A SWALE ALLOWING WATER TO DRAIN.
- THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES FOR EXECUTION OF THE WORK. ALL MATERIALS AND EXECUTION OF THE WORK SHALL BE IN ACCORDANCE WITH FEDERAL, STATE OF TENNESSEE, AND THE ASHLAND CITY AND CHEATHAM COUNTY RULES AND REGULATIONS. ALL UTILITY CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF THE AUTHORITY HAVING JURISDICTION. CONTRACTOR SHALL PAY ALL REQUIRED FEES.
- CONTRACTOR SHALL COMPLY WITH ALL PERTINENT PROVISIONS OF THE "MANUAL OF ACCIDENT PREVENTION IN CONSTRUCTION" ISSUED BY AGC OF AMERICA, INC., AND THE SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION ISSUED BY THE U.S. DEPARTMENT OF LABOR. ALL SLOPES SHALL CONFORM WITH OSHA CONSTRUCTION STANDARDS FOR EXCAVATION, 29 CFR, PART 1926, SUBPART P.
- THE CONTRACTOR SHALL VERIFY SITE CONDITIONS, DIMENSIONS, ELEVATIONS, AND LOCATIONS OF EXISTING FEATURES BEFORE STARTING WORK. THE OWNER'S REPRESENTATIVE SHALL BE NOTIFIED IN WRITING OF ANY INTERFERENCE OR DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. WORK DONE AFTER SUCH DISCOVERY, UNTIL AUTHORIZED TO PROCEED IN WRITING, SHALL BE AT THE CONTRACTOR'S RISK.
- THE CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. EXISTING UTILITIES SHOWN ON DRAWINGS ARE APPROXIMATE IN DEPTH AND LOCATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING EXISTING UTILITIES DAMAGED DURING CONSTRUCTION OPERATIONS AT NO COST TO THE OWNER. 14. MAINTAIN AND PROTECT EXISTING PAVEMENT OR GRAVEL SURFACES WHICH ARE TO REMAIN. CONTRACTOR SHALL REPLACE
- DAMAGED AREAS, MATCHING DEPTH, MATERIAL, AND GRADE OF EXISTING SURFACES. 15. EARTHWORK INCLUDING FINAL DRESSING, BASE & SUBGRADE TREATMENT, FLEXIBLE SURFACE & RIGID PAVEMENT, AND ANY OTHER APPLICABLE WORK SHALL AS A MINIMUM MEET THE TENNESSEE DEPARTMENT OF TRANSPORTATION STANDARD
- SPECIFICATIONS. NO GEOTECHNICAL REPORT WILL BE PROVIDED ON THIS PROJECT
- 17. CHECK GRADES, LINES, LEVELS, AND DIMENSIONS SHOWN BY THE DRAWINGS AND PROMPTLY REPORT TO OWNER'S REPRESENTATIVE IN WRITING DISCREPANCIES FOR CLARIFICATION BEFORE COMMENCING WORK. EMPLOY A REGISTERED SURVEYOR CONTINUOUSLY ON WORK DURING ENTIRE PERIOD WHEN SUCH GRADES, LINES, LEVELS AND DIMENSIONS ARE NECESSARY FOR WORK. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR CORRECTNESS OF GRADES, LINES, LEVELS, AND DIMENSIONS.
- 18. LEVEL ONE CERTIFIED EROSION CONTROL NOTES SHALL BE POSTED AT THE SITE AT ALL TIMES.
- 19. ALL CONCRETE SHALL BE CLASS "A" CLASS 4,000 PSI (U.N.O.) 20. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS BEFORE ORDERING MATERIALS AND PROCEEDING WITH THE WORK. 21. ALL DAMAGE TO EXISTING PAVEMENT AND CURBS RESULTING FROM NEW CONSTRUCTION SHALL BE REPLACED WITH LIKE
- MATERIALS AT THE CONTRACTOR'S EXPENSE. 22. THE CONTRACTOR MUST UNDERSTAND THAT THE WORK IS ENTIRELY AT HIS RISK UNTIL SAME IS ACCEPTED, AND HE WILL BE HELD RESPONSIBLE FOR ITS SAFETY.
- 23. THE CONTRACTOR SHALL OFFSET ALL CENTERLINE STAKES BEFORE BEGINNING THE CLEANING AND GRADING OPERATION AND SET ALL NECESSARY STAKES FOR PROPER EXECUTION OF THE WORK.
- 24. CARE SHALL BE TAKEN TO PROTECT ANY UTILITIES, TREES, BUILDINGS, ETC. WHICH ARE TO REMAIN AND NOT TO BE DISTURBED BY THE CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO SUCH PROPERTY.
- 25. THE CONTRACTOR SHALL GIVE ALL NECESSARY NOTICES AND OBTAIN ALL PERMITS AND PAY ALL LEGAL FEES. HE SHALL ALSO COMPLY WITH ALL COUNTY AND STATE BUILDING LAWS, ORDINANCES OR REGULATIONS RELATING TO BUILDING SIDEWALKS, STREETS, WATER MAINS, SEWERS, BLASTING, ETC. 26. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE DONE TO THE PREMISES AND ADJACENT PREMISES, OR INJURIES
- TO THE PUBLIC DURING THE CONSTRUCTION OF WHAT WORK, CAUSED BY HIMSELF, HIS CONTRACTORS OR THE CARELESSNESS OF ANY OF HIS EMPLOYEES. 27. THE CONTRACTOR SHALL BE REQUIRED TO REIMBURSE THE COUNTY AND THE STATE FOR ALL INSPECTION COSTS.
- 28. CONTROL POINTS, GRADES AND OFFSET STAKES ARE TO BE SET BY THE CONTRACTOR. 29. IN THE EVENT OF ANY DISCREPANCIES AND/OR ERRORS FOUND IN THE DRAWINGS, OR IF PROBLEMS ARE ENCOUNTERED DURING CONSTRUCTION, THE CONTRACTOR SHALL BE REQUIRED TO NOTIFY THE ENGINEER BEFORE PROCEEDING WITH THE WORK. IF
- THE ENGINEER IS NOT NOTIFIED. THE CONTRACTOR SHALL TAKE RESPONSIBILITY FOR THE COST OF ANY FIELD ADJUSTMENTS. 30. THE CONTRACTOR SHALL CONFORM TO ALL LOCAL CODES AND OBTAIN ALL PERMITS PRIOR TO BEGINNING WORK. . PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING PAVEMENT AND NEW PAVEMENT. FIELD ADJUSTMENT OF FINAL GRADES MAY BE NECESSARY. INSTALL ALL UTILITIES PRIOR TO INSTALLATION OF PAVEMENT.
- . CONTRACTOR SHALL EXERCISE EXTREME CAUTION IN THE USE OF EQUIPMENT IN AND AROUND OVERHEAD ELECTRICAL WIRES AND SERVICES. IF AT ANY TIME IN THE PURSUIT OF THIS WORK. THE CONTRACTOR MUST WORK IN CLOSE PROXIMITY OF THE ABOVE-NOTED WIRES, THE ELECTRICAL COMPANY SHALL BE CONTACTED PRIOR TO SUCH WORK AND THE PROPER SAFETY MEASURES TAKEN.
- 33. SURPLUS MATERIAL NOT REQUIRED FOR SITE CONSTRUCTION SHALL BE DISPOSED OF BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE AFTER THE OWNER'S APPROVAL. THE CONTRACTOR SHALL COMPLY WITH ALL PERTINENT PROVISIONS OF THE "MANUAL OF ACCIDENT PREVENTION IN
- CONSTRUCTION" ISSUED BY AGC OF AMERICA, INC., AND THE "SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION" ISSUED BY THE U.S. DEPARTMENT OF LABOR.
- 35. ALL PIPES UNDER EXISTING OR PROPOSED PAVED AREAS SHALL BE BACKFILLED TO TOP OF SUBGRADE WITH CRUSHED STONE. 36. DIMENSIONS ARE TO THE FACE OF CURBS, EDGE OF CONCRETE, OR TO THE FACE OF BUILDINGS UNLESS OTHERWISE NOTED.
- 37. ALL SIDEWALKS WILL HAVE A SIDEWALK HEADER AT THE JUNCTION TO PAVEMENT, UNLESS OTHERWISE DETAILED. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE DAMAGE OR LOSS OF ANY REFERENCE POINTS, MONUMENTS, HUBS, AND
- STAKED LOT CORNERS DURING THE CONSTRUCTION OF HIS WORK, AND SHALL BEAR THE COST OF REPLACING SAME. THE CONTRACTOR SHALL PROVIDE SUCH BRACING, SHEETING AND SHORING, BLASTING PROTECTION, WARNING LIGHTS AND BARRICADES, ETC., AS MAY BE NECESSARY FOR THE PROTECTION OF LIFE AND PROPERTY FOR HIS OWN EMPLOYEES AND THE GENERAL PUBLIC. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE SAFETY STATUTES AND RULES REQUIRING CERTAIN PROTECTIVE PERSONAL APPAREL SUCH AS HARD HATS, EAR PLUGS, EYE SHIELDS, PROTECTIVE SHOES, ETC. THE OWNER AND ENGINEER ASSUME NO RESPONSIBILITY OR LIABILITY FOR ACTIONS TAKEN BY THE CONTRACTOR ENDANGERING LIFE OR PROPERTY

### SITE WORK CONSTRUCTION SEQUENCE

- 1. SUBMIT NOTICE OF INTENT (N.O.I.) TO THE TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION AND APPLY FOR GRADING PERMIT FROM THE ASHLAND CITY STORM WATER DEPARTMENT. WORK MAY NOT BEGIN UNTIL N.O.C. IS RECEIVED.
- 2. CONTRACTOR, ENGINEER, AND REPRESENTATIVES FROM THE ASHLAND CITY STORM WATER DEPARTMENT SHALL MEET AT A PRE-CONSTRUCTION MEETING TO DISCUSS IMPLEMENTATION OF EROSION AND SEDIMENTATION CONTROL DEVICES 3. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS, PRIOR TO START OF ANY WORK,
- UNLESS OTHERWISE INSTRUCTED BY THE COUNTY BUILDING AND ZONING OFFICE.
- 4. INSTALL SILT FENCE, CONSTRUCTION ENTRANCE AND GRAVEL CHECK DAMS
- 5. INSPECTION OF SEDIMENTATION CONTROL DEVICES BY ENGINEER AND REPRESENTATIVE OF THE LOCAL AUTHORITIES, INCLUDING INSPECTION OF THE CONSTRUCTION ENTRANCE.
- 6. OBTAIN GRADING PERMIT AND BEGIN EXCAVATION AND GRADING OF THE SITE. INSTALL ALL NECESSARY UTILITIES AND STORM WATER STRUCTURES. INSTALL ALL NECESSARY PAVEMENTS.
- 7. INSTALL ALL SPECIFIED REINFORCED MAT OR SOD, AND STABILIZE ANY GRADED AREA WITHIN AREA NOT RECEIVING PAVEMENT, GRAVEL, OR RIP-RAP. NO DISTURBED AREA SHALL BE LEFT BARE FOR FOR MORE THAN 7 DAYS.
- 8. PROVIDE EVERY 72 HOUR INSPECTION AND MAINTENANCE OF SEDIMENTATION CONTROL DEVICES AND AFTER EVERY STORM EVENT.
- 9. COMPLETE SITE IMPROVEMENTS AND INSTALL PERMANENT EROSION CONTROL SYSTEMS.

- 1. CONTRACTOR TO EXPOSE ALL UNDERGROUND UTILITIES. VERIFY DEPTH AND IDENTIFY ANY AND ALL CONFLICTS WITH PROPOSED UTILITIES DESIGN. INFORM ENGINEER IN WRITING PRIOR TO START OF WORK.
- 2. THERE ARE NO EXEMPTIONS OR EXCLUSIONS. ALL MATERIAL, LABOR AND EQUIPMENT SHALL BE PROVIDED
- BY CONTRACTOR FOR EXECUTION OF THIS WORK. ALL WORK INCLUDING MATERIAL, INSTALLATION SHALL BE COMPLETED TO SATISFACTION OF THE OWNER AND ALL AGENCIES HAVING JURISDICTION.
- 3. FINAL AS BUILD DRAWINGS OF ALL SITE AND UTILITIES SHALL BE PROVIDED BY CONTRACTOR. AS-BUILD
- PLANS SHALL INCLUDE SUFFICIENT DATA TO MEET THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION.
- 4. AFTER COMPLETION OF WORK AND ACCEPTANCE BY THE ASHLAND CITY AND THE OWNER, ALL TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AT CONTRACTORS COST.

THE PROJECT ASSOCIATED WITH THESE SUBMITTED PLANS IS COVERED UNDER TENNESSEE CONSTRUCTION GENERAL PERMIT ------ THE TOTAL DISTURBED AREA IS: 5.45 ACRES.

CHECK ALL THAT APPLY: THIS SITE DISCHARGES INTO WATERS IDENTIFIED BY TDEC AS: IMPAIRED FOR SILTATION IMPAIRED FOR HABITAT ALTERATION EXCEPTIONAL Masud Fathi MAY 27, 2021 SIGNATURE DATE:

CIRCLE ONE: DEVELOPER PROJECT ENGINEER OTHER

### **EPSC Signature**

Masud Fathi, Certified Erosion Control Specialist

have reviewed this plan for sufficient onsite erosion and sediment

control provisions. MAY 27, 2021 Date:

### SOIL EROSION AND SEDIMENTATION CONTROL NOTES

- 1. PERFORM ALL EARTHWORK OPERATIONS IN SUCH A MANNER AS TO CONTROL EROSION AND PREVENT SEDIMENTATION FROM ENTERING STREAMS OR BEING TRACKED ONTO ROADWAYS. COMPLY SPECIFICALLY AND COMPLETELY WITH STATE & LOCAL GOVERNMENT AGENCIES AND WITH EROSION AND SEDIMENTATION CONTROL PERMIT REQUIREMENTS.
- 2. INSTALL AND OBTAIN APPROVAL OF ALL EROSION AND SEDIMENTATION CONTROL DEVICES PRIOR TO COMMENCEMENT OF GRADING OPERATIONS.
- 3. ALL EROSION AND WATER QUALITY CONTROL STRUCTURES SHALL BE INSPECTED FOR STABILITY AND OPERATION FOLLOWING EVERY RUN-OFF PRODUCING RAINFALL DURING CONSTRUCTION, AS DIRECTED IN THE NPDES PERMIT.
- 4. MAKE NEEDED REPAIRS TO CONTROL STRUCTURES IMMEDIATELY UPON DETECTION OF DEFICIENCIES.
- 5. CLEAN SEDIMENT FROM BASIN(S) WHEN STORAGE CAPACITY IS DIMINISHED.
- 6. REMOVE SEDIMENT FROM SILT FENCES WHEN THE DEPTH REACHES APPROXIMATELY 4". SILT FENCES AND DIVERSION DITCHES SHALL BE REPAIRED AS NECESSARY TO MAINTAIN A BARRIER.
- 7. REMOVE ALL TEMPORARY SEDIMENTATION CONTROL DEVICES NOT DESIGNATED TO REMAIN UPON COMPLETION OF GRADING AND FINAL ACCEPTANCE OF GRASSING, BUT NO LATER THAN 14 DAYS AFTER FINAL SITE STABILIZATION.
- 8. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY MEASURES NECESSARY TO PREVENT SITE EROSION AND SEDIMENTATION AS DETERMINED BY TDEC.
- 9. INLET PROTECTION SHALL BE PROVIDED FOR CATCH BASINS AND FOR CURB INLETS CLEAN SEDIMENT FROM PIPE AFTER VEGETATION IS ESTABLISHED.

10. EXISTING AND PROPOSED INLETS RECEIVING DRAINAGE FROM DISTURBED AREAS SHALL HAVE INLET PROTECTION AS INDICATED ON PLANS.

## SITE DEMOLITION NOTES

- SHALL BE PROTECTED.

### **UTILITIES NOTES**

- ENTRANCES.
- PRESERVE ANY AND ALL UTILITIES.
- REDUCERS).
- PROVIDERS AND OBTAIN APPROVAL.

1. OBTAIN ALL NECESSARY LICENSES AND PERMITS PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES. CONTRACTOR TO PROVIDE ALL ASSOCIATED FEES AND COSTS.

2. CONTRACTOR TO CONTACT TENNESSEE "ONE CALL" LINE LOCATORS TO AID IN IDENTIFYING & LOCATING EXISTING BURIED UTILITIES PRIOR TO COMMENCING WITH ANY CONSTRUCTION ACTIVITIES. 3. CONTRACTOR TO VERIFY THE PROJECT LIMITS AND FIELD CONDITIONS BEFORE BIDDING THIS PROJECT. NO EXTRAS WILL BE ALLOWED DUE TO THE IRREGULAR SURFACE CONDITIONS THAT MAY BE ENCOUNTERED ON THIS SITE. 4. ANY EXISTING PAVEMENT, SIDEWALKS, DRAINAGE STRUCTURES, UTILITIES, OR ANY OTHER EXISTING STRUCTURES THAT

ARE DISTURBED AND ARE TO REMAIN, SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER. 5. SAW-CUT ASPHALT PAVING AND CONCRETE SIDEWALKS ON SMOOTH AND STRAIGHT LINE AT THE BOUNDARY OF EXISTING TO REMAIN AND EXISTING TO BE REMOVED.

6. THE BURNING OF CONSTRUCTION DEBRIS OR TRASH ON THE OWNER'S PROPERTY IS FORBIDDEN

7. ALL DEMOLITION DEBRIS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF OFF THE OWNER'S PROPERTY. ALL DEBRIS SHALL BE DISPOSED OF IN A LANDFILL LICENSED BY THE STATE TO RECEIVE THE SPECIFIC DEMOLITION DEBRIS.

8. COORDINATE REMOVAL/ADJUSTMENT OF ANY EXISTING MANHOLES, CATCH BASINS, OR OTHER

STRUCTURES WITH THE LAYOUT, GRADING & UTILITY PLANS.

9. ALL TREES AS INDICATED IN THE PLANS TO BE REMOVED SHALL BE CLEARLY MARKED & FLAGGED IN THE FIELD PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. ANY TREES THAT ARE TO REMAIN WITHIN THE LIMITS OF CONSTRUCTION

10. ADJUST ALL M.H., C.B., INLETS, VALVE COVERS, ETC. TO NEW GRADE

1. ALL WATER AND SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH CURRENT SPECIFICATIONS OF THE RESPECTIVE UTILITY OWNER.

2. SEE MECHANICAL, PLUMBING, AND ELECTRICAL PLANS FOR EQUIPMENT LAYOUT AND UTILITY

3. PIPE LENGTHS ARE APPROXIMATE, CONTRACTOR TO VERIFY ACTUAL PIPE LENGTHS REQUIRED 4. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK IN EACH AREA. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND

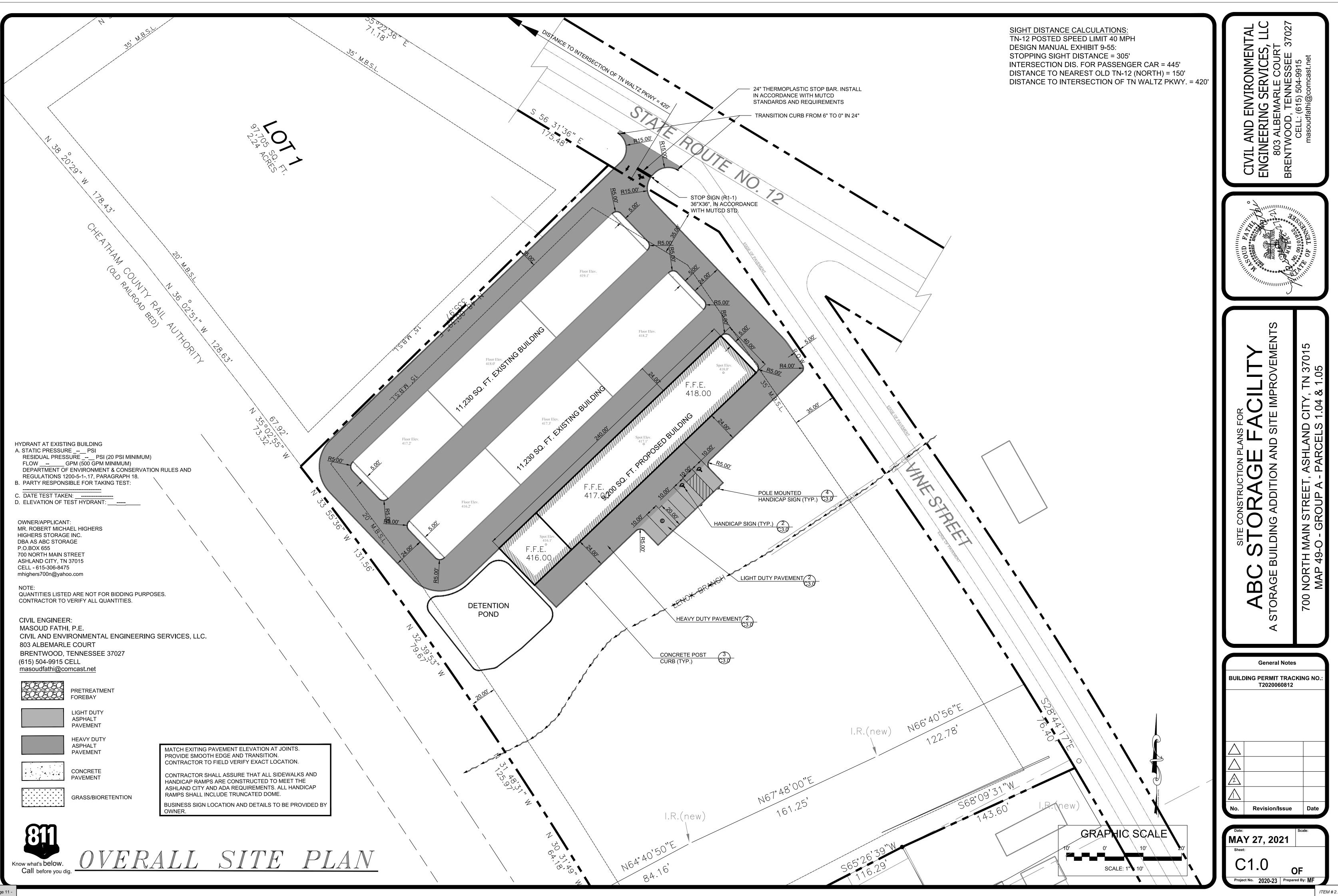
5. THE CONTRACTOR SHALL COORDINATE THE TIE-INS TO THE EXISTING WATER & SEWER LINES WITH THE RESPECTIVE UTILITY OWNERS, PRIOR TO COMMENCING THIS WORK. 6. THRUST BLOCKING SHALL BE PROVIDED FOR PRESSURE LINES WHEN THERE ARE DIRECTIONAL CHANGES (AT BENDS, TEES AND WYES), STOPS (AT DEAD ENDS) OR CHANGES IN SIZE (AT

7. ALL SANITARY SEWER SERVICE LINES SHALL MAINTAIN A MINIMUM 1% SLOPE (U.N.O.) 8. ALL UTILITY LINES ON-SITE SHALL BE UNDER-GROUND. 9. CONTRACTOR SHALL VERIFY ALL MATERIAL TYPES AND INSTALLATION METHODS WITH UTILITY



GENERAL

NOTES



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### **BY-LAWS AND RULES OF PROCEDURE**

### ASHLAND CITY MUNICIPAL PLANNING COMMISSION

### I. THE COMMISSION

A. <u>Name.</u> The name of the Commission shall be the "Ashland City Municipal Planning Commission" as established and provided by Section 13-4-101, <u>Tennessee Code Annotated</u>. It may also be known as the "Planning and Zoning Board".

B. <u>Records.</u> The records of the Commission shall be kept in City Hall and be available to the public during all normal business hours.

C. <u>Membership.</u> The membership of the Commission shall conform to the requirements of Section 13-4-101, <u>Tennessee Code Annotated</u>.

- D. <u>Order of Business</u>
- 1. Approval of Agenda
- 2. Presentation and approval of minutes of previous meeting
- 3. Public Forum
- 4. Old business
- 5. New business
- 6. Adjournment

### II. OFFICERS

A. <u>Officers.</u> The officers of the Commission shall be a Chairman, Vice-Chairman, and Secretary.

B. <u>Elections.</u> The chairman, vice-chairman, and secretary shall be elected at the January meeting of the Commission. In accordance with Section 13-4-102, <u>Tennessee Code Annotated</u>, the chairman shall be elected from among the appointive members. All officers shall serve for a term of one year and shall be eligible for re-election.

C. <u>Chairman.</u> The chairman shall preside at all meetings of the Commission and shall perform such other duties as the Commission shall authorize. The chairman may exercise his/her voice and vote as a member of the Commission.

D. <u>Vice-Chairman.</u> In the absence of the chairman, the vice-chairman shall perform the duties of the chairman.

E. <u>Secretary.</u> The secretary shall maintain accurate minutes of the proceedings of the Commission. The secretary shall also perform such other duties as the Commission may direct,

including the certification of official records and transcripts and subdivision plats as required in Section 13-4-302, <u>Tennessee Code Annotated</u>. The Commission may elect a staff member of the Town of Ashland City as secretary.

F. <u>Vacancies.</u> Should any office become vacant, the City Council shall elect successors to serve for the unexpired term of said office.

### III. MEETINGS

A. <u>Regular Meetings.</u> Regular meetings of the Commission shall be held on the first Monday of each month at 5:30 PM in City Hall of Ashland City or at such other place as designated by the chairman. Public notice of all regular meetings shall be posted and/or duly advertised in order to meet the legal requirements of Section 8-44-101, <u>Tennessee Code Annotated</u>. All meetings shall be open to the public, however, not all meetings are public hearings. Comments or testimony from the general public on any issue may be heard at the option of the Commission.

B. <u>Special Meetings.</u> The chairman may, and shall upon the request of two members, call a special meeting of the Commission for the purpose of transacting any business. Special meetings shall meet the public notice requirements as noted in Section III A above.

C. <u>Quorum.</u> A constitutional majority of the membership of the Commission shall constitute a quorum for the purpose of conducting the business of the Commission. Approval of any item of business shall require a favorable vote of a majority of the members in attendance.

D. <u>Agenda.</u> The secretary shall have prepared for each meeting an agenda specifying the order in which the items of business shall appear before the Commission. All items shall be submitted to the secretary at least three weeks prior to the meeting at which they are to appear on the agenda. This time period may be waived by special request to the Commission and by unanimous consent of all members present at such meeting.

E. <u>Conflict of Interest.</u> Any member who considers their personal interest involved in any matter before the Commission shall make a disclosure of such interest and be excused from voting on such matter. In such event, the member shall not be regarded as a member of the Commission for quorum or majority purposes on that particular vote. It shall be the responsibility of the Commission members to disclose any conflict of interest.

### IV. PROCEDURES

A. <u>General.</u> Each item of business shall be introduced with a factual analysis by the city staff. Then, the applicant may present any information or exhibits to support the case. If there is opposition to the matter, the Commission may elect to hear the opponents. All testimony or questions shall be directed to the Commission, and cross examination shall not be permitted. All questions from any party shall be directed to the chairman. B. <u>Subdivision Plat and Site Plans.</u> The steps for approval of a subdivision plat shall be in accord with the Subdivision Regulations. Site plans shall be reviewed in accord with the standards contained in the Zoning Ordinance.

C. <u>Zoning Amendments.</u> The Commission shall review all requests for zoning amendments as required by Section 13-7-204, <u>Tennessee Code Annotated</u>. If the proposed amendment involves the text of the ordinance, the applicant shall submit in writing a statement detailing the section of the ordinance suggested for change. If the proposed amendment involves a change in zoning on the official zoning map, the applicant shall:

1. file a map of the area proposed for rezoning showing the subject property and adjoining properties with accurate property lines,

2. file a statement which identifies the applicant's legal interest in the property and if the applicant is other than the owner, a statement of the owner agreeing to such change.

In all cases, the burden of proof to justify a change is on the applicant.

### V. INTERPRETATION AND FILING

A. The Commission shall be the final authority as to the meaning of these by-laws and rules. The Commission may, in extraordinary cases, make an exception by majority vote. In any parliamentary matter not covered herein, <u>Roberts Rules of Order</u> shall apply.

B. Upon adoption, these by-laws and rules of procedure shall be filed in the office of the City Recorder.