

**Minutes of the
Eagleville Planning Commission
Eagleville City Hall, Eagleville, TN
Monday, October 13, 2025 – 6:30pm**

1. CALL TO ORDER

Chairman Derrick Lynch called the meeting to order at 6:30 p.m.

2. ROLL CALL / DETERMINATION OF QUORUM

City Clerk Katy Sanderson called the roll.

PLANNING COMMISSION

PRESENT:

Chairman Derrick Lynch
Secretary Justin Bryant
Councilman Chris Hendrix

Commissioner Erik Hurter
Commissioner Darren Shanks

STAFF:

Hellyn Riggins, City Manager/Planner

Katy Sanderson, City Clerk

3. CITIZEN COMMENTS

No comments

4. MINUTES/OTHER BUSINESS

a. Approve or Deny Minutes of Planning Commission Meeting of September 8, 2025

Commissioner Darren Shanks moved to approve the minutes from September 8, 2025.
Councilman Chris Hendrix seconded the motion.

The **MOTION** passed 5-0.

5. DESIGN REVIEW RECOMMENDATIONS

a. Approve or Deny Renovations to Outside of Building Including Painting, Signage and Awnings, Crosslin Building Supply, 140 & 138 N. Main Street – Zoning C-1

City Manager Hellyn Riggins presented Crosslin Building Supply's plan to update the exterior of their two-building campus on Main Street and noted this did get a positive review from Design Review.

- Both buildings will be whitewashed brick; please note the photos are AI generated so the actual buildings will not be quite as white

- The front and sides of each building will be painted, presenting more of a campus type look.
- There will be black powder coated metal awnings labeled Office and Showroom in white.
- The signage will remain the same size and in the same place but will be updated with black background and company logo.

Commissioner Hurter asked if any other elevation of the buildings will be painted other than the front and was told the two sides of each building will be whitewashed as well.

Councilman Hendrix moved to approve the renovations to the outside of the Crosslin buildings based on Design Review recommendation.

Secretary Justin Bryant seconded the motion.

The **MOTION** passed 5-0.

b. Approve or Deny New Digital Sign at Eagleville Mini Storage - 309 S. Main Street – Zoning C-2

City Manager Hellyn Riggins presented the request by Eagleville Mini Storage to change the existing changeable copy sign to a digital sign. This got a positive review from Design Review.

- The current sign is a changeable copy sign which has been grandfathered in. A digital sign would be an improvement over the current look of the sign as well as be easier to work with.
- The new sign will sit in the same location and be the same size.
- Digital signs are approved for C-2.
- The sign would be allowed to commercially advertise the mini storage but no other business. It could be used to promote community events.
- The regulations for the sign will be given to the applicant.

Commissioner Erik Hurter moved to approve the new digital sign at Eagleville Mini Storage based on Design Review recommendation.

Commissioner Shanks seconded the motion.

The **MOTION** passed 5-0.

6. OLD BUSINESS

a. Approve or Deny Two Lot Subdivision Final Plat for Sandra Turner, 598 Allisona Road - Zoning R-1 (Continued from Last Meeting)

City Manager Hellyn Riggins stated she had reviewed an updated site plan last week and submitted Staff Notes to the applicant on Friday. The current site plan was resubmitted today and she did a very quick review of it. She forwarded digital copies to the city

engineer for his review today as well.

Ms. Riggins reviewed the Staff Notes and mentioned the following items.

- The back of the plat where the side setbacks would overlap be labeled on the plat as unbuildable.
- Ms. Turner is working on getting the soil test completed and submitted to Tennessee Department of Environmental Conservation (TDEC). Ms. Riggins is still unaware if the new lot will perk and if so, for how many bedrooms.
- What will happen to the utilities to be relocated?
- Staff to consult with City Engineer regarding Base Flood Elevation (BFE) as only an approximate First Floor Elevation (FFE) was established. (Note – after meeting city engineer advised city planner that if house is shown out of the Flood Plain, no BFE is required.)
- Staff will need to consult with Fire Department for approval of shared driveway width for apparatus ingress and egress.

Chairman Lynch stated that as discussed at the previous meeting, all new utilities are required to be placed underground.

Aaron Forst, the builder of the planned structure, stated the intention is to place all of the electric underground. A pole will be added as a riser to keep electric to the house across the street. Secretary Bryant asked where the electric would be placed and was told by Mr. Forst that it will be on the left side of the driveway and the box will be located where the fence ends. It will then have to come back to the existing structure.

Ms. Riggins asked if there was an easement for this shown on the plat and Chairman Lynch told her there was not but there would need to be an easement for the underground electric. It will depend on where the electric line ends up because the easement will run on either side of the line. The electric will be run close to the soil site but will keep the electric from crossing the driveway twice. Ms. Riggins asked if it would interfere with the proposed placement of the new house and was told it should not. Ms. Riggins stated that she was comfortable with MTE plotting their own easement if the Commission was comfortable.

Ms. Riggins stated that she would not want a lot to be sold without showing proper easement if Ms. Turner were to decide to not build and just sell instead. Ms. Riggins stated that as long as the plat gets recorded with at least one easement so a buyer is aware, the buyer should be able to relocate the lines. The old easement will be obsolete once the new lines are run and the new easement will take effect.

Chairman Lynch observed that a utility pole on the north side of the building site is still marked on the plat and needs to be removed.

Ms. Riggins asked that the block for street paving/driveway be added back for future reference that it was not applicable at the time of this subdivision.

These items were noted by Chairman Lynch and need to be updated/reviewed before approval:

- City engineer review and notes
- The Base Flood Elevation (BFE) noted on plat (later determined only if in flood plain)
- Does new lot perk & for how many bedrooms
- Remove note of MTE pole
- Increase driveway easement to show 18ft.
- Driveway/street paving signature block
- Cross hatch rear portion of lot where side setbacks overlap and mark area as unbuildable on the plat

Ms. Riggins stated that the Commission needs to set a policy on whether or not the Commission will approve a lot subject to TDEC approving the site for septic, or waiting until TDEC approval is given.

Councilman Hendrix moved to approve Ms. Turner's subdivision with contingencies noted by Chairman Lynch as well as any engineer notes.

Commissioner Shanks seconded the motion.

The **MOTION** passed 5-0.

7. NEW BUSINESS

a. Approve or Deny Planning Commission Calendar

Commissioner Hurter moved to approve the Planning Commission Calendar for 2026

Councilman Hendrix seconded the motion

The **MOTION** passed 5-0.

b. Review of Ordinance 2025-009 for Amendments Regarding Industrial Zone I-1

City Manager Hellyn Riggins stated that she was bringing Ordinance 2025-009 to the Planning Commission in order to get feedback and help with the drafting of the ordinance amendments. The ordinance will be presented to City Council and then will it come back to the Planning Commission.

The city has been approached by a concrete company and there is not mention of that as an allowable use in the zoning ordinance for Industrial-1. Some of the items amended are:

- Definitions
- Adding concrete plant as an allowable use in zone I-1
- Setbacks increased, including accessory structures
- Parking restrictions added
- Exceptions to height limitations and color
- Amended specific standards for industrial activities

Commissioner Hurter asked the purpose of setbacks increased. Ms. Riggins stated that as the City moves to allowing more intense uses in this zone, some of the uses could have negative impacts and 50 feet did not appear to be enough to mitigate those.

Secretary Bryant asked if there needs to be Department of Transportation (DOT) traffic studies. Ms. Riggins stated the Commission has the ability to request traffic studies as stated in section J, subsection 1b.

Ms. Riggins explained that the height exception was already in the ordinance however she added that the Planning Commission would review structures to ensure minimal impact to the skyline. Ms. Riggins asked if there should be a height limitation on the exceptions as well.

Commissioner Hurter stated that the amendment is written in such a way that the rule of no signage over the height limitation does not apply with the listed exceptions. Ms. Riggins stated she would clarify that before presenting it to council. Her intention is that there can be no signage permitted on anything over the 40 feet height limit, regardless of it being a structure considered as an exception.

Commissioner Shanks asked if a company came in and painted the lower part of the structure multiple colors would they be required to paint the top part or exception part, earth tones. Ms. Riggins stated that would be where Design Review would come in and help guide the applicant through the color process. She also mentioned adding to the amendment that the color should be compatible with the rest of the building.

Commissioner Shanks also mentioned the control of dust and other potential negative impacts to the city. Ms. Riggins stated that when a business presents its site plan to the Planning Commission, the Commission will review to ensure the company is adequately maintaining control over potential nuisance as mentioned in section J, subsection 1f.

Commissioner Shanks asked at what point can we ask who will be repairing any damage to the roads, specifically Hwy 41A/Main St. Ms. Riggins stated that it is a state highway maintained by the State. She also stated that you can't require one company to be responsible for repairing a road when damage could be from multiple factors. If the Commission believes that the infrastructure will not support this type of business, the Commission should not approve it as an acceptable use.

Commissioner Shanks asked if Mt. Vernon Road would be affected. Ms. Riggins stated that she would bring up Mt. Vernon with the company during the site plan process because of it being a possible site hazard.

8. CITY MANAGER/CITY PLANNER REPORT

There was no report.

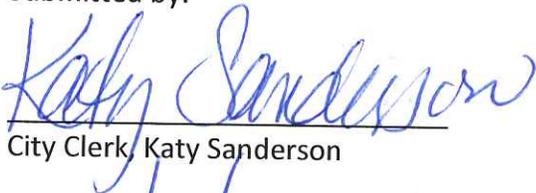
9. ADJOURNMENT

Chairman Lynch adjourned the meeting at 7:34 p.m.

Approved by:

 11/10/2025
Chairman Derrick Lynch

Submitted by:


City Clerk, Katy Sanderson

11/10/2025
Date minutes were approved: