



EAGLEVILLE PLANNING COMMISSION

***Amended**

Eagleville City Hall

108 South Main Street

March 2, 2026

6:30 p.m.

Prior to meeting, please silence all electronic devices.

- 1) **CALL TO ORDER** – Chairman, Derrick Lynch
- 2) **ROLL CALL / DETERMINATION OF QUORUM**
- 3) **CITIZEN COMMENTS** – Each Citizen will be given up to 3 minutes to speak
- 4) **MINUTES/OTHER BUSINESS**
 - a) *Approve or Deny Minutes of Planning Commission Meeting of February 6, 2026
- 5) **DESIGN REVIEW RECOMMENDATIONS**
 - a) Approve or Deny Sign for Studio 18 at 15430 Hwy 99
- 6) **OLD BUSINESS**
 - a) Review and Recommend to City Council Ordinance 2026-001 AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION AND CREATING SPECIFIC CRITERIA IN ANTICIPATION OF ANNEXATION OF PROPERTY KNOWN AS PARCEL 120 04600, APROXIMATELY 98.21 ACRES, PROPERTY IMMEDIATELY SOUTH OF COLLEGE GROVE ROAD AND WEST OF HIGHWAY 41A, CURRENTLY OWNED BY SALEM CREEK PARTNERSHIP
- 7) **NEW BUSINESS**
 - a) Discussion of Recreational Vehicles
- 8) **City Manager/City Planner Report**
- 9) **ADJOURNMENT**

ITEM 4a

Approve or Deny Minutes of Planning Commission Meeting
of February 6, 2026

**Minutes of the
Eagleville Planning Commission
Eagleville City Hall, Eagleville, TN
Monday, February 6, 2026 – 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
Commissioner Darren Shanks

ABSENT:

Councilman Chris Hendrix
Commissioner Erik Hurter

STAFF:

Hellyn Riggins, City Manager/Planner
Katy Sanderson, City Clerk

3. CITIZEN COMMENTS

With Chairman Derrick Lynch's approval, Mr. Craig Sewell spoke after item c. He expressed understanding about the reluctance to annex property into the city. He mentioned that there were three properties outside the city limits but close enough that they would require the use of the public services of Eagleville. He stated that while he isn't advocating for growth, he is for a well-planned and controlled development.

4. MINUTES/OTHER BUSINESS

Approve or Deny Minutes of Planning Commission Meeting of January 5, 2026

Commissioner Darren Shanks moved to approve the minutes.

Secretary Justin Bryant seconded the motion.

The **MOTION** passed 3-0.

5. DESIGN REVIEW RECOMMENDATIONS

No Recommendations

6. OLD BUSINESS

7. NEW BUSINESS

a. Review and Recommend to City Council Resolution 2026-002 with Attachment A Petition for Annexation of Scales Property by Salem Creek Partnership

City Manager Hellyn Riggins stated that she was bringing this to the Commission for a preliminary recommendation from the Commission to the Council to consider the idea of the annexation. She asked the commission to look it over and make sure they communicate with her any changes or concerns they may have so she can revise the ordinance.

Ms. Riggins explained there was a petition to annex approximately 98 acres on the corner of College Grove Road and Hwy 41A.

Ms. Riggins stated that this is Salem Creek Properties (SCP). SCP has agreed to bring the property into the city with 2 acre lots zoned as PRD-R1. Mr. Charles Waite of SCP has stated that he wants to bring in the property as a show of good faith and at a later date, he may request to rezone the corner lot (included in the 98 acres) on College Grove as commercial. He may also request to have some smaller lots rezoned on the parts of the property that connect with the dead-end streets of the future Winterbrooke development. The city is not committing to anything at this time. Ms. Riggins stated after discussion with Secretary Justin Bryant, she would recommend that the city not approve any subdivision until hydrants are capable of being used in the development.

Discussion of the following ensued:

- Clarification on the road coming in and out of the development for SCP. It will be used to access the STEP system.
- This new acreage needing to be approved for hydrants before any development can be pursued.
- Clarification of the properties owned by SCP

Secretary Bryant moved to recommend Ordinance 2026-002 to City Council.

Commissioner Darren Shanks seconded the motion.

The **MOTION** passed 3-0.

b. Review and Recommend to City Council Plan of Services for Scales Property

Minimal discussion regarding the annexation being contiguous and that the City has already annexed a portion of the road to maintain.

Commissioner Darren Shanks moved to recommend the Plan of Services to City Council.

Secretary Justin Bryant seconded the motion.

The **MOTION** passed 3-0.

c. Establish as a Matter of Record: 15299 Hwy 99 has a garage/pool house to be constructed and is not allowed to be used as any type of dwelling

At City Manager Hellyn Riggins request, this matter was moved up on the agenda to item c. from item f. as the property owners, Heath Maddox & Helen Ponchillia are present for any discussion.

Ms. Riggins stated the design of the pool house will consist of a garage area along with a universal room and laundry along with 1.5 baths. There is a second floor that will be a mezzanine. The owners will file a letter on the land record that states that it is not a separate dwelling, cannot be used as a separate dwelling and will not host overnight guests. The letter will also state that they have agreed to have yearly inspections by the City if there is just cause for it. If the owners do not find the just cause to be valid, they may appeal to the Planning Commission and will accept the final verdict of the commission.

Mr. Heath Maddox stated that after submitting the original plans they were happy to revise them to fall within the city guidelines.

Commissioner Darren Shanks moved to accept as a matter of record 15299 Hwy 99 has a garage/pool house to be constructed and is not allowed to be used as any type of dwelling.

Secretary Justin Bryant seconded the motion.

The **MOTION** passed 3-0.

d. Review and Recommend to City Council Ordinance 2026-001 AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION AND CREATING SPECIFIC CRITERIA IN ANTICIPATION OF ANNEXATION OF PROPERTY KNOWN AS PARCEL 120 04600, APROXIMATELY 98.21 ACRES, PROPERTY IMMEDIATELY SOUTH OF COLLEGE GROVE ROAD AND WEST OF HIGHWAY 41A, CURRENTLY OWNED BY SALEM CREEK PARTNERSHIP

City Manager Hellyn Riggins stated that she was bringing this to the Commission for a preliminary recommendation from the Commission to the Council to consider the idea of the criteria for the development within the annexation. She asked the commission to look everything over and make sure they communicate with her any changes or concerns they may have so she can revise the ordinance.

Commissioner Daren Shanks asked what the difference is between the original annexed Stephenson Farms and this proposal. Chairman Derrick Lynch clarified that this area would be larger tracts (at least 2 acres) as compared to the original development (15,000 square feet minimum). Ms. Riggins then read specifications regarding size of house, and other items from the attached ordinance.

Secretary Justin Bryant asked for confirmation that American with Disabilities Act (ADA) compliant sidewalks were required. Ms. Riggins confirmed the development would comply with the required sidewalks.

Commissioner Shanks asked what prompted the 2 acre lots. Ms. Riggins stated that Mr. Charles Waite with SCP proposed larger lots and agreed to the 2 acre minimum. Ms. Riggins also stated that the only larger zoning option was a minimum 2 acre lots (there are some that are 4 acres) or they would be below the current 1 acre zoning minimum.

She proposed the zoning be R-1 with the PRD overlay regarding other specific requirements of the development.

Ms. Riggins explained that the County had committed to a Land Use Plan of a minimum of 1 acre which would apply to our Urban Growth Boundary. Previously, the County allowed lots to be 15,000 sq.ft. if the property had access to water and sewer. They then increased it to 1 acre and removed the water /sewer caveat. Recently the County reconsidered the 1 acre lots and are awaiting the vote on the proposal. Out of caution, Ms. Riggins recommends the City annex any property that requests to be annexed so the City has control over the lot requirements.

Secretary Bryant moved to recommend Ordinance 2026-001 to City Council.

Commissioner Shanks seconded the motion.

The **MOTION** passed 3-0.

e. Review and Recommend to City Council Ordinance 2026-003 Street Acceptance Policy

City Manager Hellyn Riggins explained that this is a revision to the Municipal Code's previous street acceptance policy that she and Mike Walker worked out language for. Before a street is accepted, it will be reviewed by the City Planner and City Engineer to ensure it has been constructed in compliance with the City's subdivision regulations and the owner will pay the City an inspection fee for each linear foot on all streets to be set by the council. The City currently does not have a fee but hopes one will be adopted within the next year. This fee will cover the cost of the City's engineering cost of reviewing the streets.

Secretary Justin Bryant asked if this was anything like some cities requiring the developer to keep up with the street for 3 years before it will be accepted into the city. Ms. Riggins stated the only thing she has done in Eagleville is hold a bond with the engineer's recommendations for a certain amount of time, generally 12 months. Secretary Bryant stated that he has seen instances of a road being damaged due to fill material and once fixed, the city would add on additional time before accepting it. Secretary Bryant brought it up to ensure the City is protected as much as possible. Ms. Riggins encourage Secretary Bryant to read this thoroughly and get back to her with any thoughts. She stated she was also taking it to Long Range Planning before City Council approval. Chairman Derrick Lynch asked if the City typically accepts the street after the final paving coat is complete. Ms. Riggins stated that it would be at that time the engineer would possibly set a bond and it would go before the City Council under resolution to accept the street.

Secretary Bryant moved to recommend Ordinance 2026-003 Street Acceptance Policy to City Council.

Commissioner Darren Shanks seconded the motion.

The **MOTION** passed 3-0.

f. Establish as a Matter of Record: 359 S. Main St. has been modified to be one unit while place holding for a second unit to be reinstated as needed

City Manager Hellyn Riggins explained that this is the Eagleville Eye Clinic that also previously housed Welch Family Dentistry. The property owner is taking over the entire building to expand the eye clinic. She stated that she would like to put on the record that this building has functioned with a certain number (7) of medical providers in the building should the owner decide to sell or reverse the renovation. Ms. Riggins would like the property to be grandfathered in with the previous maximum number of providers out of a sense of fairness.

Secretary Justin Bryant moved to accept as record 359 S. Main St. has been modified to be one unit while place holding for a second unit to be reinstated as needed.

Commissioner Darren Shanks seconded the motion.

The **MOTION** passed 3-0.

8. CITY MANAGER/CITY PLANNER REPORT

a. Attachment Regarding Recent Legislation

City Manager Hellyn Riggins stated that she shared this because she thought the Commission would find some of the proposed changes interesting.

Chairman Derrick Lynch asked if the mandatory annual training was by calendar year or by fiscal year. Ms. Riggins stated that it is by calendar year. Ms. Riggins stated that you can go to the Ohio American Planning Association and they have a library of training videos you can watch and earn your credits for free. Chairman Lynch stated that there may be some planning training you can take on the University of Tennessee Municipal Technical Advisory Service (MTAS) website as well.

Ms. Riggins stated that she had an update on Sorelles.

- Through work with Chairman Lynch, the Fire Marshal and Rutherford County, the City has determined that Sorelles can keep the second door as long as it swings outward or they can close it off.
- They are not required to have a second egress upstairs.
- There will be a cased opening once through either entry door that will connect the two units.
- They also must provide the weight load allowed from a professional engineer.
- These items must be in compliance and submitted to the City no later than March 1, 2026. If they are not, Ms. Riggins will be following up with them on March 1, 2026, to determine compliance and if they are not compliant, will bring the matter back before the Planning Commission on May 2, 2026.

9. ADJOURNMENT

Chairman Lynch adjourned the meeting at 7:23 p.m.

Approved by:

Chairman Derrick Lynch

Submitted by:

City Clerk, Katy Sanderson

Date minutes were approved:

ITEM 5a

Approve or Deny Sign for Studio 18 at 15430 Hwy 99

P.O. Box 68
108 South Main Street
Eagleville, TN 37060



(615) 274-2992
Fax (615) 274-2977

DESIGN REVIEW
APPLICATION

Applicant's Name: Robert McAndrew

Owner's Name: Studio 18

Address: 15430 Highway 99 Phone No: _____

Email: _____

Details of Proposed Use: Store front signage

Location/Address: _____

Tax Map: _____ Parcel No: _____ Acreage/Size of Tract: _____

FEMA Flood Map _____ Panel Number _____

Use: _____

Project Engineer/Surveyor _____ Fax: _____

Address: _____ Phone: _____

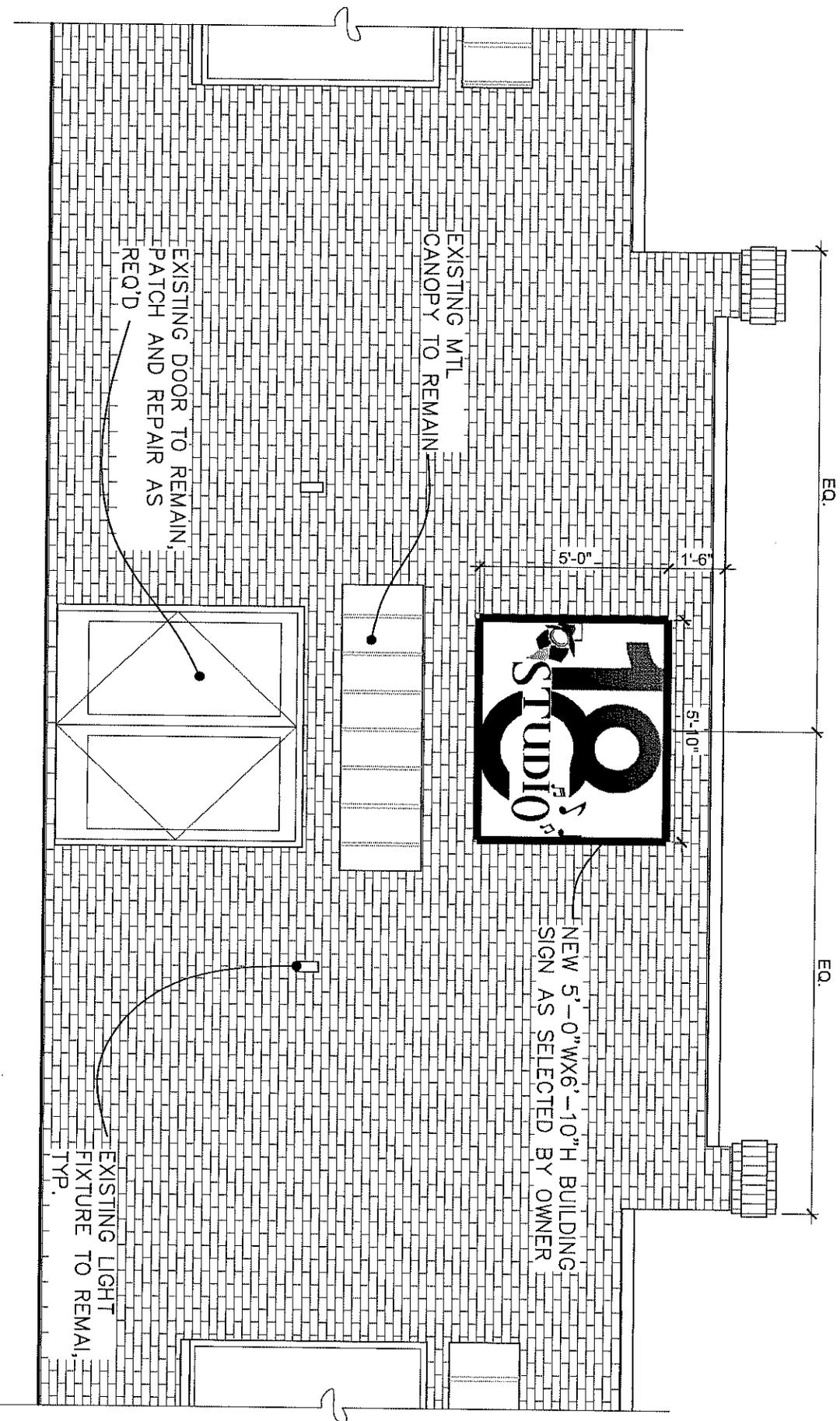
Zoning: _____

Conditional Use Permit: Yes _____ No _____

FEE: \$0.00 Paid _____ Receipt No. _____ Date Submitted: _____

If applicant is not property owner, Owner will need to sign.


Signature of Applicant/Owner



EQ.

EQ.



NEW 5'-0" WX 6'-10" H BUILDING
SIGN AS SELECTED BY OWNER

EXISTING MTL
CANOPY TO REMAIN

EXISTING DOOR TO REMAIN,
PATCH AND REPAIR AS
REQ'D

EXISTING LIGHT
FIXTURE TO REMAIN,
TYP.

5'-0"

1'-6"

5'-10"



PROOF



60"W X 53.6"H

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ITEM 6a

Review and Recommend to City Council Ordinance
2026-001

ORDINANCE 2026-001

AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION AND CREATING SPECIFIC CRITERIA IN ANTICIPATION OF ANNEXATION OF PROPERTY KNOWN AS PARCEL 120 04600, APPROXIMATELY 98.21 ACRES, PROPERTY IMMEDIATELY SOUTH OF COLLEGE GROVE ROAD AND WEST OF HIGHWAY 41A, CURRENTLY OWNED BY SALEM CREEK PARTNERSHIP

Whereas, Section 5.080 of the Eagleville Zoning Ordinance allows for Planned Developments and Section 5.081 specifically addresses Planned Residential Developments; and

Whereas, the Eagleville Planning Commission has reviewed criteria for Parcel 120 04600 and recommends the property be annexed and zoned R-1 PRD with following as requirements in addition to the requirements of 5.080 and 5.081 of the Eagleville Zoning Ordinance for any development on this property; and

Whereas, the Eagleville City Council desires to accept the recommendation of the Eagleville Planning Commission by setting specific criteria in addition to the requirements of Eagleville Zoning Ordinance Sections 5.080 and 5.080 (and other relevant criteria in the Zoning Ordinance) for Parcel 120 04600 owned by Salem Creek Partnership, or any future Development located at this parcel as a binding agreement for Annexation;

NOW THEREFORE, BE IT ORDAINED by the City of Eagleville, Tennessee City Council that the Parcel 120 04600 being annexed by the City of Eagleville be zoned R-1/PRD and the following criteria shall be applied and required when reviewing any subdivision or development submitted for **Parcel 120 04600**.

General Requirements

1. All homes shall be a minimum of 3 bedrooms with a maximum number of 5 bedrooms per house based on STEP capacity.
2. Entrances off Highway 41A will have new entrance signage consisting of masonry or wood, and may have some metal materials. The signage will be anchored by landscaping.
3. Solid waste collection will be handled by a private company to be paid by the HOA or resident.
4. If mail service is not provided by individual mail boxes, mail service will be provided via a Centralized Cluster Box Unit with a roof structure, that is to be approved by the USPS and maintained by the HOA. The Centralized mail kiosk for the development must be

completed and operational prior to any homes receiving their certificate of occupancy. If individual mailboxes are allowed by the USPS, they shall be decorative in nature with the design consistent throughout the neighborhood, and approved by the Planning Commission.

5. Parking areas on common open space lots, including mailbox area, shall be private and maintained by the HOA, and shall be paved.
6. Each home shall be on its own lot of record and sold fee simple.
7. Before any individual lots are sold outside of Salem Creek Partnership, or any house is constructed, there must be access to a STEP system. The first phase will include all roadway improvements proposed for the lots, as well as access to the STEP System via a City approved access.
8. Any STEP system constructed must be approved by the City of Eagleville, and then turn over to the City to maintain and receive all revenue billing from the treatment of the STEP system.
9. All amenities and open spaces shall be constructed within the phase they are shown and must be operational prior to the recording of the final section's plat.

Development Standards

1. Parking for the residential units will comply with the City of Eagleville requirements, with a minimum of each lot having at least 4 paved parking spaces per lot (outside of garage), with no more than 2 of the outdoor spots being in tandem.
2. Each home shall have a minimum two car side entry (non-street facing) garage with decorative garage doors. In cases of a corner lot, it is understood that one side may have a garage facing one of the streets. Garages must be proven to the Planning Commission that the size does indeed hold two average size vehicles. Homes with two car garages are also permitted to have a one bay detached or attached garage that is permitted to face the street. The street facing garage shall have a decorative garage door that matches the main side entry garage doors, and the architecture and materials shall be consistent with the house. The secondary garage must be approved by the HOA if not submitted with the original permit.
3. All lots shall have concrete driveways wide enough for 2 vehicles, with a minimum width of 16-feet and a minimum depth of 35-feet.
4. Only in-ground pools shall be permitted with fencing to meet Development Standards. Pools must meet requirements of the City's Zoning Ordinance pertaining to setbacks.

5. All HVAC units shall be screened from public R.O.W.s with landscaping. HVAC units shall be placed at the side or rear of each residence.
6. Private lots with fences shall only use Estate Style iron or aluminum fencing. Fencing on lots shall only be allowed in the side and rear yards. Corner lots may have a fence on the street side of which the house does not face and shall not exceed into the required front setback.
7. All fencing in the amenity areas and open spaces shall be consistent with fencing allowed in the subdivision, or as otherwise approved by the Planning Commission.
8. Sidewalks, compliant with ADA and City of Eagleville standards, shall be on both sides of the streets internal to the subdivision.

Streets and Infrastructure

1. Decorative streetlights shall be provided along all roadways to add character and continuity to the neighborhood. Adequate lighting for safety will be designed to meet Middle Tennessee Electric (MTE) standards at a minimum for light poles along public streets. Electric billing for lighting, mail kiosks, entrance features, irrigation and other supplemental amenities shall be paid by the HOA.
2. Electric Service will be provided by Middle Tennessee Electric.
3. All electric, communications line extensions and other utilities constructed to provide service to the development shall be underground throughout the entire subdivision.
4. Street signs and traffic signs will be “decorative” and approved by the Planning Commission.
5. The HOA will maintain all common areas.
6. Water service will be provided by Consolidated Utility District. The developer will be responsible for extending the waterline into the site for domestic and fire protection. Water service (availability and pressure) must be approved by the City Planner and/or Eagleville Fire Department. Hydrants are required that meet CUD standards.
7. Sanitary sewer services will be provided by CUD or another Eagleville-Approved Wastewater Company via an on-site STEP System. The developer is responsible for the installation, and upon its completion, ownership shall be turned over to the City of Eagleville to own and maintain.
8. All streets will be public rights of way, and built with rollover integral curb and gutter, and built to City required standards.

9. Any portion of the property that lies within a 100-year Floodplain per FEMA Flood Maps shall have an established BFE by developer's engineer and shall be in accordance with TDEC and the Corps of Engineers requirements, along with the City of Eagleville's flood plain ordinance.
10. Prior to construction, a complete and thorough design of the stormwater management system and facilities will be completed.

Architecture

1. Building heights shall not exceed 35 feet in height.
2. Homes will be 2,500 square feet or greater, and have 1, 2 (or 3) stories.
3. Any single-story homes shall have architectural elements which allow the home to blend into the larger homes with peaked roofs, dormers or other elements adding height to the single-story homes.
4. All the homes will have eaves.
5. All homes will have a concrete patio area at the rear of the home.
6. All homes will be located on individual lots of record.
7. Accessory Buildings will complement the house with the same or similar materials. No metal buildings will be permitted. Accessory Buildings must be approved by the HOA if not submitted with the original building permit.
8. Houses and other buildings will be comprised of alternating home styles, materials and colors but that are complimentary to each other.
9. Building Materials – All Elevations: Only allowed to have Masonry (Brick, Stone, Cement Board Siding) and Cement Board Siding in the Dormers/Gables. Vinyl Only Permitted in Trim & Soffit Areas (10% maximum per side and for whole building).

Bulk Requirements

1. Minimum lot size 2 acres or 87,120 square feet.
2. Minimum lot frontage – 90 feet (except lots located within the arc of the cul de sac may be reduced to 45 feet)
3. Minimum lot width – 90 feet (except lots located within the arc of the cul de sac may be reduced to 45 feet)

4. Minimum Front Setback – 60 feet – for all structures (except pools – see Eagleville Zoning Ordinance.
5. Minimum Front Setback for corner lots – Both 60 and 60 feet - for all structures.
6. Minimum Side Setback – 30 feet for all structures (except pools – see Eagleville Zoning Ordinance.
7. Minimum Rear Setback – 25 feet - for all structures (except pools – see Eagleville Zoning Ordinance.

Landscaping Characteristics

1. On common open space lots, a minimum of 10-feet of landscape area shall be provided between a parking area and all adjacent property lines.
2. On common open space lots, parking areas shall be screened from public rights-of-way by use of landscaping and/or berms.
3. The frontage along Highway 41A screened (berm, trees, etc) as approved by the Planning Commission. The purpose of this screening is mostly to avoid views to rear and side yards. Any landscaping provided along Highway 41A shall be designed to not impede the visibility of vehicles entering or exiting the site onto Highway 41A.
4. All above ground HVAC units shall be screened from public R.O.W.'s with landscaping or approved fencing.
5. No utility panels shall be mounted on the front elevation of any home. In cases of two frontages, when no other option is available, the panel may be mounted on the side where the garage is located.
6. On corner lots, builders shall install a minimum of a 3-foot-wide landscape strip along all sides that face/about a public R.O.W. On lots internal to the street block, builders shall install a minimum of a 3-foot-wide landscape strip at the base of the homes that front onto/about a public R.O.W.
7. Landscaping will be in conformance with the City of Eagleville's landscaping ordinance.
8. On corner lots, builders shall install sod at least in all yards that face/about a (proposed) public R.O.W.'s to the back of curb along those streets. On lots internal to the street block, builders shall install sod at least in the front yard to the back of curb along that street the house front onto.
9. Builders shall install one (1) front yard canopy tree with a minimum of 1.5 caliper inches for each lot. Species of tree to be coordinated with Planning Commission.

BE IT ENACTED that this ordinance shall take effect 15-days from and after its final passage, the public welfare requiring it.

Approved:

Chad Leeman, Mayor

ATTEST:

Christina Rivas, City Recorder

Passed First Reading:

Passed Second Reading:

Public Hearing Date:

APPROVED AS TO FORM:

Stephen Aymett, City Attorney