



EAGLEVILLE PLANNING COMMISSION

AGENDA

Eagleville City Hall
May 5, 2025

108 South Main Street
6:30 p.m.

IMMEDIATELY FOLLOWING BZA MEETING

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 March 3, 2025
- 5) **Design Review Recommendations**
 - (a) Review and Approve/Deny recommendation of Design Review Committee for sign at Nest Boutique at 115B North Main Street – Zoning C-1.
- 6) **Old Business**
- 7) **NEW BUSINESS**
 - (a) Review and Approve/Deny Temporary Site Plan for Fireworks Stand, 140 N. Main Street.
 - (b) Review and Approve Like for Like (Retail) Use of Nest Boutique, 115 B North Main Street – Zoning C-1.
- 8) **City Manager/City Planner Report**
- 9) **ADJOURNMENT**

ITEM 4a

Approve or Deny Minutes of Meeting March 3, 2025

**Minutes of the
Eagleville Planning Commission
Eagleville City Hall, Eagleville, TN
Monday, March 3, 2025 – 6:30pm**

1. CALL TO ORDER

Chairman Derrick Lynch called the meeting to order at 6:32 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 Darren Shanks

ABSENT:

Commissioner Erik Hurter

STAFF:

Hellyn Riggins, City Manager

Katy Sanderson, City Clerk

3. CITIZEN COMMENTS

4. MINUTES/OTHER BUSINESS

a. Approve or Deny Minutes of Planning Commission Meeting of February 3, 2025

Commissioner Darren Shanks moved to approve the minutes.

Secretary Justin Bryant seconded the motion.

The **MOTION** passed 4-0.

5. DESIGN REVIEW RECOMMENDATIONS

6. OLD BUSINESS

a. Review and Approve/Deny Winterbrook Preliminary Plat (continued from February 3, 2025 meeting)

City Manager Hellyn Riggins stated that she has been told that progress has been made with Consolidated Utility District (CUD) regarding the extension of the water lines but there is no executed agreement at this time.

Rob Molchan with Site Engineering Consultants (SEC) stated that Roger Jenkins, property owner of Winterbrook, and Charles Waite of Stephenson Farms have sent Ms. Riggins a memorandum of understanding regarding their mutual agreement to move forward with the STEP System on the Stephenson Farms property. Mr. Molchan also stated that while Mr. Jenkins has signed his agreement in good faith regarding the water line extension, CUD has not signed it yet.

Commissioner Darren Shanks requested clarification on the STEP System being used and as to who will be taking it on. Ms. Riggins stated that the Bioclere STEP System that Stephenson Farms wants to put in is not a filter accepted by CUD however it is accepted by the State of Tennessee. City Engineer Will Owen has reviewed the Bioclere STEP System that Stephenson Farms wants to use and found it to be acceptable. However, the plan has not been submitted to Tennessee Department of Environment and Conservation (TDEC).

The water line expansion is a separate issue from the sewer. It is an outside party that has said they will extend the water line but an agreement has not been executed yet. With an executed agreement there is no concern that CUD would decide not to do the water line extension.

Secretary Bryant stated that the subdivision regulations require hydrants and until there is an executed agreement the City should not move forward. Ms. Riggins stated that the applicant is able to request a deferral and recommends the referral be until such time there is an executed agreement between all parties.

Mr. Jenkins asked if a will serve letter would suffice so this item could be deferred to the April 14, 2025 meeting. Secretary Bryant stated that because there are other property owners involved, he feels the petitioner can withdraw the proposal or the matter should be deferred until an executed agreement between all property owners has been made. The applicant agreed to the deferral for the record.

Commissioner Shanks moved to defer to such time as a written agreement has been executed between all parties involved.

Councilman Chris Hendrix seconded the motion.

The **MOTION** passed 3-0 with Chairman Lynch abstaining.

7. NEW BUSINESS

a. Review and Recommend to Planning Commission

1. Resolution 2025-001 Annexation Request by John Barclay Moore to Annex Parcel 120 23, Approximately 256.7 Acres
2. Resolution 2025-002 Resolution to Adopt a Plan of Service for John Barclay Moore Property, Parcel 120-23 with Attached Plan of Service

City Manager Hellyn Riggins stated that the items were presented to Council at the February 27, 2025, meeting where it was referred to the Planning Commission. The Planning Commission has to hold a Public Hearing on the annexation and plan of service on April 14, 2025, then it goes back to the Council at the April 24, 2025 meeting. The Public Hearing and Council meeting are still within the required timeline.

Secretary Bryant moved to defer Resolutions 2025-001 and 2025-002 until the Planning Commission Meeting on April 14, 2025.

Commissioner Shanks seconded the motion.

The **MOTION** passed 4-0.

3. Ordinance 2025-001 An Ordinance creating specific criteria in anticipation of annexation of property known as Parcel 120-023.00-000, approximately 256.7 acres, property east of John Windrow Road and 41A intersection, currently owned by John Barclay Moore

City Manager Hellyn Riggins stated that she and Rob Molchan of SEC have been working on this ordinance. There are still updates to be made before the first reading which will take place at the March 27, 2025 City Council meeting. Ms. Riggins stated the ordinance is similar to the Ordinance 2023-10 regarding the previous annexation of the College Grove property.

Secretary Bryant moved to defer this item until the Planning Commission Meeting on April 14, 2025.

Commissioner Shanks seconded the motion.

The **MOTION** passed 4-0.

8. CITY MANAGER/CITY PLANNER REPORT

There was no report.

9. ADJOURNMENT

Chairman Lynch adjourned the meeting at 7:06 p.m.

Approved by:

Chairman Derrick Lynch

Submitted by:

City Clerk, Katy Sanderson

Date minutes were approved: _____

ITEM 5a

Review and Approve/Deny sign at Nest Boutique at 115B
North Main Street – Zoning C-1.

CITY OF EAGLEVILLE

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

The Planning Commission has determined that Signs must be reviewed under the criteria set forth in the Design Review Guidelines.

Applicant / Contractor Name Kristen Mackinzie	Applicant / Contractor Phone No.: 615-710-2442
Address: 3011 Middleton Dr	Applicant / Contractor Fax No.:
City, State, Zip: Rockvale, TN 37153	Applicant / Contractor Email Address: kristenmackinzie@yahoo.com
Owner Name: Mindy Campbell	Owner Phone No.: 615-300-3744
Address: 949 Allisona Rd 37060	Owner Fax No.:
City, State, Zip: Eagleville, TN	Owner Email Address: arindstonecawbaycoffee.com

PROPERTY AND SIGN INFORMATION

Address proposed sign will be located & business name: 115B North Main Street / Nest	Zoning district sign will be placed: C1	Dimensions of signs: 67' x 16'
Type of new sign(s): Freestanding <input type="checkbox"/> Wall <input checked="" type="checkbox"/> Projecting <input type="checkbox"/> Commercial Flags <input type="checkbox"/> Awing/Canopy <input type="checkbox"/> Off-Site <input type="checkbox"/>		
Proposed illuminated method: If electrical work is involved a separate electrical permit for the sign is required.	Internal <input type="checkbox"/> External <input checked="" type="checkbox"/> None <input type="checkbox"/>	Will the sign include an electronic message center? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Description of work proposed (i.e. method of construction and/or attachment to a building, or in the ground, number of signs, etc.):

One metal sign secured to pitch of roof

ADDITIONAL REQUIRED INFORMATION

☐ A scaled site plan showing the location of the sign on the site with setbacks accurately dimensioned. This site plan should also show the location of all existing buildings, roads, parking areas, signs and entrances/exits on the site.

☐ Two (2) copies of scaled schematic of the proposed sign showing:

- Height of the finished sign above finished grade;
- Surface of the sign (material, color and dimensions)
- Dimensions and display area of the proposed sign;
- Any proposed illumination; and
- Additional information as deemed necessary to ensure compliance with there regulations.

CERTIFICATION: Any change in the information in this application/compliance certificate shall be submitted to this Department within seven (7) days after the change. Compliance with all applicable requirements must be accomplished and maintained in order to construct/install a sign. By pursuing the permit to install a sign, you are committing to do such.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature Kristen Mackinzie	Applicant's Name (Printed) Kristen Mackinzie	Date 4/7/25
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INSPECTION NOTES

The Codes Dept. shall require all ground signs to have a location inspection prior to issuance of a permit to assure location and setback compliance. Footing inspection required for all ground signs before pouring concrete. A final inspection is required for all signs.

RECEIVED

STAFF USE ONLY


Received by & date: APR 07 2025	Permit Fee: \$	Check#:
Approved by: By	Date:	Permit Number:

NEST - Sign Approval

From Mindy Campbell <grindstonecowboycoffee@gmail.com>

Date Mon 4/7/2025 9:16 AM

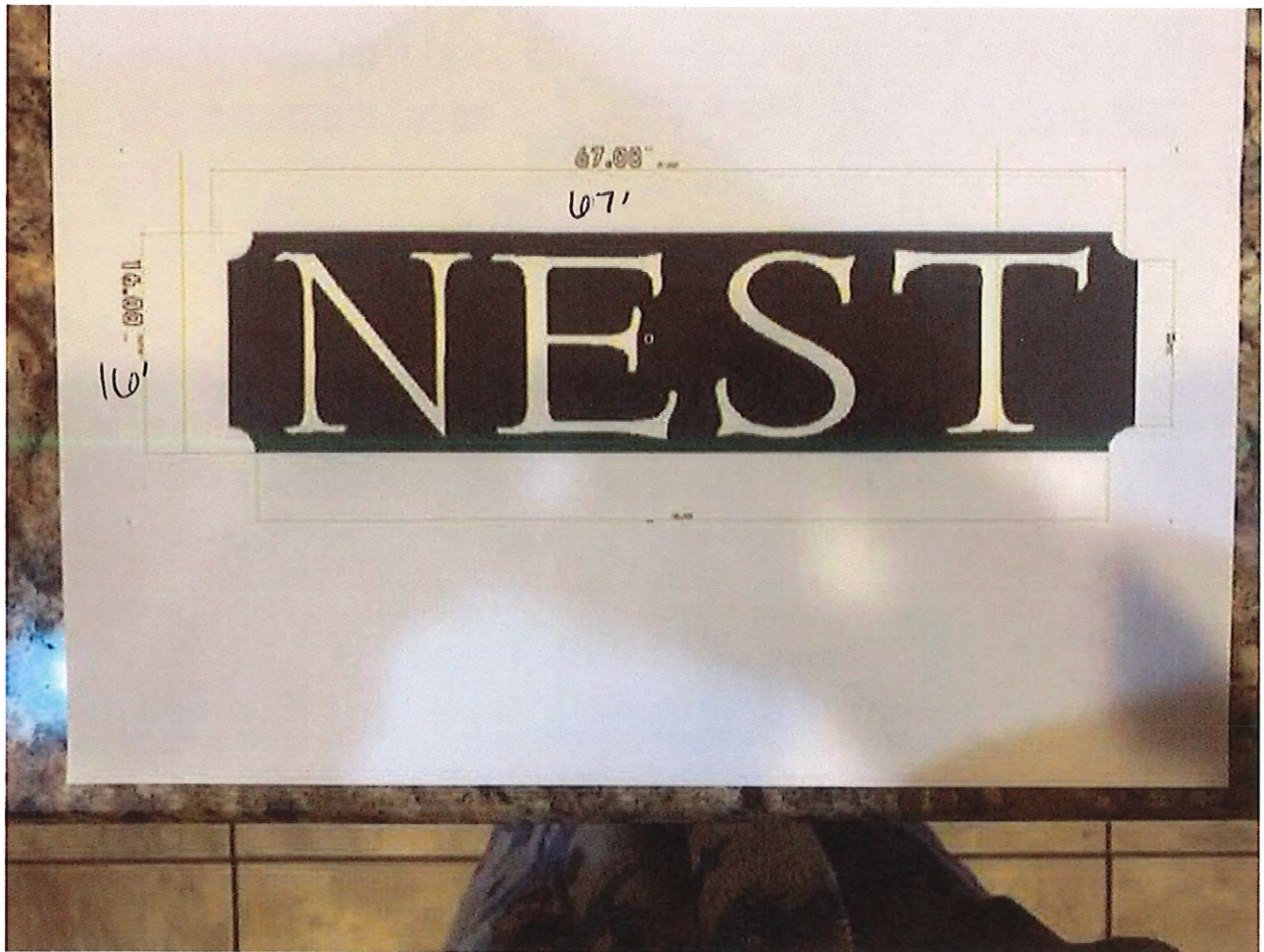
To Katy Sanderson <cityclerk@eaglevilletn.gov>; Kristen Mackinzie <kristenmackinzie@yahoo.com>

 2 attachments (3 MB)

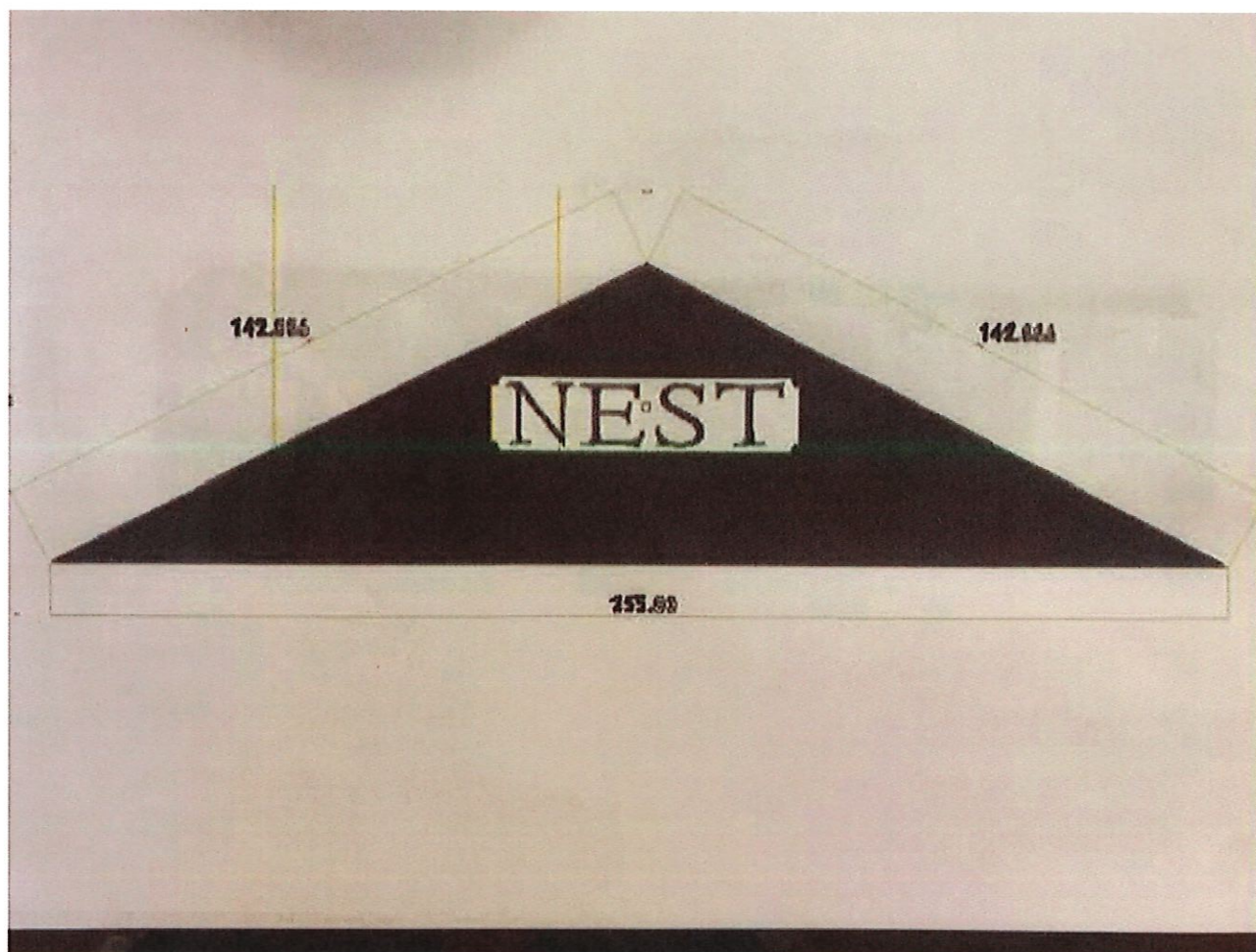
76533405219__755C819B-F1CB-411D-85A2-41B19F27CF25.heic; 76539827333__A9CB06A5-DFE4-4BCA-8B05-8E34646DC32E.heic;

We approve this sign for the new boutique going next door located at 115 North Main Street, Suite B

Mindy
Grindstone Cowboy



- Metal
- 67' x 16'
- Matte black
- No lighting
 - current lighting above sign will remain.



ITEM 7a

Review and Approve/Deny Temporary Site Plan for Fireworks Stand,
140 N. Main Street.

CITY OF EAGLEVILLE
SPECIAL EXCEPTION
APPLICATION FORM
Eagleville Board of Zoning Appeals
Submit to the City Hall
108 South Main Street, PO Box 68, Eagleville, TN 37060
(615) 274-2922 • Fax (615) 274-2977
citymanager@eaglevilletn.gov

SECTION I

Please return this completed form to City Hall with:

1. A concept plan/site plan
2. A copy of the deed to the property under consideration.
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-Fact.
4. An application fee \$350.

Submitted By: Eagleville Football Boosters

Applicant's Address: 500 Old Hwy 99

City: Eagleville State: TN Zip Code: 37060

E-mail Address: leemanch@reschools.net

Phone Number: Cell: 931-205-7548 Other: _____

Property Owner: Crossin

Address of Subject Property: 140 N. Main St.

City: Eagleville State: TN Zip Code: 37060

Tax Map _____ Group _____ Parcel _____ Deed Book _____ Page _____

How is the subject property presently used? Commercial

What is the present zoning of the subject property? _____

What is the size of the subject property? 0.176 acres

*Need
approval letter
from Crossin.
(ok to be on his prop)*



*Owes
\$100.00
(not for profit -
covers cost of ad)*

Staff Notes
May 5, 2025

Request by Eagleville Football to Have a Fireworks Stand at 140 N. Main Street – Zoning C-1.

1. Temporary signs shall be limited to 2 per lot. Portable signs are prohibited. Maximum sign area is 32 square feet. Max height is 6 feet. Not to be located in the right of way or block driver vision. (Signs inside tent area with cost of products are not regulated provided they are not visible from the road.) Applicant is proposing signs all along the fence but did not specify how many. This will need to be discussed with the Board of Zoning Appeals.
2. Form for owner of property still needs to be signed.
3. Parking will be on the street, and not on the grass.
4. An inspection will be performed by Fire Chief and City Planner.
5. Dates of sale not given. Need to specify dates of sale. Also hours of operation.

Request by Kisten Mackinzie to Open Nest Boutique at 115B North Main Street – Zoning C-1.

1. Applicant is proposing a new and vintage clothing boutique that also carries accessories and gifts. The applicant is also proposing a grab and go cooler. The clothing/gift/accessory part of the proposal is like for like. The grab and go cooler adds an element that the Planning Commission needs to determine is retail, which was the previous use. The applicant states that the cooler will hold: grab and go drinks such as yerba mate, juices, kombucha; and, prepackaged food such as gluten free protein bars, granola, manufactured products only, no homemade foods. This is a retail establishment and there is not parking to add in food service that in any way would function as a restaurant. Therefor eating at the boutique or on the porch of the boutique would render this request a restaurant and not purely retail. No tables or chairs will be allowed. Please note that the city does not review foods and is only looking at this from a zoning perspective...not from the Health Department's view.
2. Planner has discussed with the applicant that no alcohol can be allowed to be in this retail space. The alcohol is sold in the adjoining space and it could cause the capacity of the alcohol area to exceed the limits of a non-sprinklered area. Please note that the applicant does intend to leave the door open between it's area and Grindstone. Applicant will need to commit to monitoring what drinks are coming into the area.
3. Sign: New sign proposed is Metal, Matte Black, 67 x 16, non internally illuminated except by lighting above sign. Sign appears to match theme of building and is compliant with size and lighting. This was only sign submitted thus it is the only sign that is being considered for approval.

ITEM 7b

Review and Approve Like for Like (Retail) Use of Nest Boutique,
115 B North Main Street – Zoning C-1.

Staff Notes
May 5, 2025

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



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

SITE PLAN APPLICATION

Applicant's Name: Kristen Mackinzie

Address: 3011 Middlebn Dr Phone No: 615 710 2442

Email: kristenmackinzie@yahoo.com

Name in Title Block: _____

Location/Address: 115B North Main Street

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

FEMA Flood Map _____ Panel Number _____

Non-Residential Use: ☒ Religious Use: _____

Project Engineer/Surveyor _____ Fax: _____

Address: _____ Phone: _____

Zoning: C-1

Conditional Use Permit (if required) + Employees: 1-2

Date Approved: _____
- Hours: 11-3 (Fall/Winter)
11-4 (Summer)
11-7 (show nights)

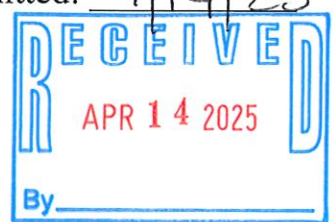
Copy of Conditional Use Permit submitted: Drinks will be bottled only.

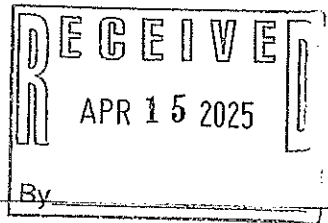
Copy of owner's deed submitted with the plat: - Food will be prepackaged
ie, granola/protein/gluten free

Deed Book _____ Page Number _____
- Pass-through door will remain open with no alcohol allowed.

FEE: \$500.00 Paid _____ Receipt No. _____ Date Submitted: 7/14/25

Kristen Mackinzie
Signature of Applicant





- Business Name

Nest 115B North Main Street

- Products

Vintage, Secondhand, New Clothing
Shoes + accessories

Gifts: Plants, greeting cards

Grab n Go drink/food options will only consist
of: bottled drinks: yerba mate, juices,
kombucha

- pre-packaged gluten free/protein bars,
etc. * manufactured products only
* no homeade foods

- Operational

Employees 1-2

Hours: Mon, Thurs-Sat 11-4

* extended hours on event nights*
* 11-7*

Pass through door will remain open
between businesses. No alcohol will
enter my business.

Austin Mad.

4/15/25