

**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, APPROXIMATELY 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.

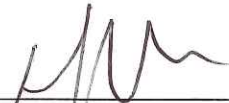
Ms. Riggins stated that she had an update on Sorelles.

- 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:

Staff Notes
Planning Commission
February 2, 2026

- a) Review and Recommend to City Council Resolution 2026-002 with Attachment A Petition for Annexation of Scales Property by Salem Creek Partnership
 - b) Review and Recommend to City Council Plan of Services for Scales Property
 - c) 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
 - d) Review and Recommend to City Council Ordinance 2026-003 Street Acceptance Policy
 - e) 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
 - f) 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
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- A. Resolution 2026-002. Annexation Recommendation to Council. The property (**Parcel ID: 120 04600**) is located at the SW corner of 41A and College Grove Road, owned by Salem Creek properties. Approximately 98 acres. The request on the agenda is the Planning Commission reviewing the annexation request and plan of service and sending a recommendation back to Council whether Planning thinks annexation should go through the process or not.
 - B. Plan of Service. Plan of Service for property list in Item A. This will come back to you as a public hearing but you needed it to review before sending back a preliminary report to Council.
 - C. Ordinance 2026-001. This will be the ordinance that officially assigns a zoning district to the property to be annexed in Items A and B. And it also creates criteria for that property as it will be zoned as PRD. This will go through 2 readings with the Council and will come back to you after the first reading for an official review. But staff felt that getting it to you sooner would give you time to offer feedback.
 - D. Ordinance 2026-003 There are street acceptance guidelines in the municipal code. However, it needed to be clarified and more specific. This Ordinance provides that clarification. If needed, you can review at this meeting and send back a report between the first and second reading.
 - E. 359 S. Main Street, Eagleville Eye Clinic, was previously two units occupied by two businesses. Both medical. Legally conforming. One tenant moved out and the owner of the building is merging both units together. We are creating a record that the building owner is maintaining their right to reserve the same amount of space for practitioners should in the future the building be split again. In your packet is a record from both the current practitioner and the former stating the number of medical personnel that has occupied the building. Any change to this would result in

a re-review of the parking. Otherwise, the building would be grandfathered for this number of medical staff, whether one unit or two.

- F. 15299 Highway 99 (Lot 1 Eagle View Estates Phase 2). A request for a detached garage/pool house has been submitted. Upon staff's review, this garage/pool house could very easily be a secondary dwelling, which is not permitted in that zone. To avoid any violations by this property owner or future property owners, the current owners have amended the request by getting rid of a bedroom, written a letter stating that the property will only be used as a garage/pool house and will not be used for overnight accommodations. They have also agreed to a yearly inspection should there be alerts to staff that may indicate the unit is being used as a dwelling. Staff is comfortable with the layout and the letter, pending Planning Commission approval.