

SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 9, 2026
5:30 P.M.

A. CALL TO ORDER

Chairman Droke called the meeting to order at 5:30PM.

B. ROLL CALL

Members Present: Mayor Matt Fitterer, Chairman Liz Droke, Vice Chairman Ryan Connolly, Commissioner Jamiee Davis, Commissioner Sam Isbell, Commissioner Greg Groninger, and Commissioner Amanda Rondeau.

Staff Present: Development Director Dara Sanders, Senior Planner Gilles Morin, City Engineer Karol Czerwonka, Associate Engineer Ryan Turley, Associate Planner Kali-Flynn Burke, Planning Tech Lucretia Sappington, and City Attorney Patrick Carter.

C. CHAIRMAN COMMENTS: *"Audience members wishing to speak to an agenda item will have the opportunity to speak at the beginning of the agenda and will have five minutes to address the Planning Commission. No rebuttal remarks are permitted. If you have any comments regarding agenda and non-agenda items, please submit your public comments to PCPublicComment@springhilltn.org."*

D. PUBLIC COMMENT (NON-AGENDA ITEMS)

E. PUBLIC COMMENT (AGENDA ITEMS)

F. ACCEPTANCE OF MEETING MINUTES DECEMBER 8, 2025, REGULAR MEETING MINUTES.

Mayor Fitterer made a motion for approval of December 8, 2025, meeting minutes. The motion was seconded by Commissioner Connolly. The motion to approve December 8, 2025, meeting minutes passed by a vote of 7-0.

G. APPROVAL OF THE AGENDA

Mayor Fitterer made a motion to approve the agenda. The motion was seconded by Commissioner Connolly. The motion to approve the agenda passed by a vote of 7-0.

H. CONSENT AGENDA

1. PC Resolution 26-1 to Release the Existing Performance Bond and Establish a Maintenance Bond for Sanctuary Bluff Apartments
2. PC Resolution 26-2 to Release the Maintenance Bond for Sanctuary Bluff Apartments
3. PC Resolution 26-3 to Release the Maintenance Bond for Barton Hills Phase 1A
4. PC Resolution 26-4 to Dedication of Road ROW and Public Utilities Barton Hills Phase 1A
5. PC Resolution 26-5 to Release the Existing Performance Bond and Establish a Maintenance Bond for Brandon Woods Traffic Signal
6. PC Resolution 26-6 to Establish a Performance Bond for Legacy Pointe Phase 1A

Mayor Fitterer made a motion to approve consent agenda with all staff associated conditions of approval and findings of fact. Commissioner Connolly seconded the motion. The motion to approve the consent agenda passed by a vote of 7-0.

I. OLD BUSINESS

J. NEW BUSINESS

1. **STP 1965-2025:** Submitted by Kimley Horn for **Platinum Storage**. The property is located on the north side of Beechcroft Road, east of Dr. Robertson Road, best known as 830 Beechcroft Road. It is zoned I1 and is approximately 7.67 acres. The applicant is requesting site plan approval for the expansion of the existing storage facility, which includes covered RV and boat storage. **Planner: Kali-Flynn Burke**

Mayor Fitterer made a motion to approve STP 1965-2025 with all staff associated conditions of approval.

Standard Conditions:

1. Planning Commission approval shall remain valid for a period of three (3) years, during which time all action must be taken in accordance with the Unified Development Code, Articles 13.1.E and 17.8.
2. Project shall be constructed as approved unless otherwise approved for modification. The modification may be denied if the proposal alters the proposed use, increases the overall area of the project, increases the density of the development, or increases any local government expenditure necessary to implement or sustain the proposed use.
3. Project shall adhere to the City of Spring Hill's adopted accessibility standards.
4. Project shall be constructed in accordance with the City of Spring Hill's adopted Major Thoroughfare Plan.
5. The project must not locate the required landscaping within any utility or drainage easements.
6. One (1) electronic and one (1) 11x17 hard copy of approved plan shall be submitted to the Planning Office no later than 45 days post the PC approval meeting date. This shall include a landscape plan and elevations and accurate depictions of all approved adjacent site plans.

7. The temporary crossing of the existing creek must be designed and approved prior to the approval of the construction plans.
8. Right-of-way dedication shall be shown per the City of Spring Hill's Major Thoroughfare Plan for roadway classification and per requirements outlined in the UDC.
9. All infrastructure (roadways, utilities, etc.) shall be designed according to the City of Spring Hill Standards and Specifications and meet all requirements within the UDC.
10. Any roadway improvements shall be designed according to the City of Spring Hill, TDOT, AASHTO, and MUTCD standards and specifications.
11. The photometrics for the proposed development shall meet all the UDC standards and requirements.
12. All sidewalks and pedestrian ways shall meet current ADA requirements. Spot elevations shall be provided to ensure there is adequate ADA access to the site.
13. Erosion control measures meeting TDEC and all City regulations will be required to be provided prior to approval of construction plans by the Engineering and Public Works Departments.
14. The applicant must provide a plan and profile for the access drive, this access drive shall meet AASHTO, TDOT, and City of Spring Hill Standards.
15. Typical Sections for all paving shall be provided along with a Geo-Technical Report.
16. A Fire Exhibit to show that the site meets the intent of the Fire Code Checklist, Engineering Checklist, and IFC must be provided.
17. Any proposed grading outside of the property line shall have a signed letter of consent or proof of temporary easement from the adjacent property owner prior to the issuance of a grading permit.
18. All storm sewer plans and profiles must comply with all City regulations and checklist requirements before the Engineering and Public Works Department will approve the construction plans.
19. All stormwater calculations must meet the requirements of the UDC, as well as applicable state and federal regulations, and shall be submitted prior to approval of construction plans by the Engineering and Public Works Departments. Any site layout or building square footage changes necessary to meet these regulations will be reviewed by the City Planning or Development Director to determine whether the project must return to the Planning Commission for approval.
20. Any proposed retaining walls shall be submitted for review and approval by Building Codes simultaneously with engineering site plan reviews and must be approved before the issuance of a grading permit.
21. Record drawings of the development will be required prior to the issuance of the Certificate of Occupancy (COs) for all installed infrastructure. Final Record Drawing Submittal is required prior to the release of bonds and to include the full design sent in both electronic files and hard copies. The electronic files must be geographically referenced in NAD83 and NAVD88 and provided in a format that can be integrated into the City GIS and must meet all City Requirements.
22. A Long-term maintenance/management plan that meets all UDC requirements as listed in but not limited to Article 15.7, will be required prior to approval of construction plans by the Engineering Department and before a pre-construction meeting can be held.
23. No sewer and water hookups shall be allowed until corresponding infrastructure is installed, tested, and accepted by the City.
24. Bonds will be required to be posted per the UDC, including bonds for the final asphalt pavement, sidewalks, traffic control devices, streetlights, ditches and drainage systems.

25. The applicant must provide complete and sufficient information in the applicable design, satisfactorily addressing the City Engineer's comments before any permits or a pre-construction meeting can occur. Any disagreement on information, design, or accuracy of information between the City Engineer and applicant that cannot be resolved must be heard by the Planning Commission for the final determination.
26. Any additional requirements as determined during construction and engineering review for the sole purpose of meeting public health, safety, and welfare as determined by the City Engineer, Development Director, Public Works Director, and City Administrator will require field changes or site design revisions as necessary to fully address the concerns. Site layout or building square footage changes required to meet public health, safety, and welfare will be reviewed by the Planning Director or Development Director to determine if the project will be required to go back through Planning Commission approval process. The development representative will hold the right to go before Planning Commission if resolutions to address concerns between staff and the development cannot be agreed upon.

Site Specific Conditions:

1. Prior to submitting an application for Engineering, the following information is required to be added to the plans and resubmitted to the Planning Division for review and approval:
 - a. Please show where the HVAC units will go on the site plan.
 - b. Please move the bike rack to a finished surface and not grass.
 - c. Please show the shrubs planting material.
2. This portion of the property is prohibited from connecting to the City's sanitary sewer system and is prohibited from increasing sanitary sewer demand from the overall property. A flow meter shall be installed for the property prior to the issuance of a certificate of occupancy to establish a baseline, and the property shall not be permitted to exceed the baseline established by Spring Hill Water
3. Should engineering and building plans indicate a sanitary sewer connection or an increase in sanitary sewer demand, the Planning Division shall bring STP 1965-2025 back to the Planning Commission for reconsideration or revocation. Should the property exceed the established sanitary sewer baseline as a result of this expansion, the certificate of occupancy may be subject to revocation.
4. Prior to issuing of a Certificate of Occupancy, the applicant shall address the existing non-compliant parallel accessible parking space located on the site, subject to review and approval by the Building Official.
5. Provide space for vehicle turnaround to be approved by the City Engineer during engineering review.

Commissioner Connolly seconded the motion. Motion to approve STP 1965-2025 passed by a vote of 7-0.

2. **ADM 1973-2025:** Submitted by Andrew Kozlowitz for **2981 Stewart Campbell Pointe**. The property is located on the south side of Stewart Campbell Pointe, to the west of Hunt Valley Drive. It is zoned R-2 and is approximately 0.249 acres. The applicant is requesting an easement reduction from 20' to 10' for the rear PUDE. **Planner: Gil Morin**

Mayor Fitterer made a motion to favorably recommend ADM 1973-2025 to the Board of Mayor and Aldermen.

Commissioner Connolly seconded the motion. The motion to favorably recommend ADM 1973-2025 to the board of Mayor and Aldermen passed by a vote of 7-0.

K. OTHER BUSINESS

- There was a discussion regarding June Lake, Pod K, and bonds about sidewalks.
- Election of Officers: Mayor Fitterer nominated Liz Droke for Chairman. Ryan Connolly seconded the vote. Chairman Droke was elected by a vote of 7-0. Mayor Fitterer nominated Ryan Connolly for Vice Chairman. Chairman Droke seconded the vote. Vice Chairman Connolly was elected by a vote of 7-0.

L. COMMISSION COMMENT

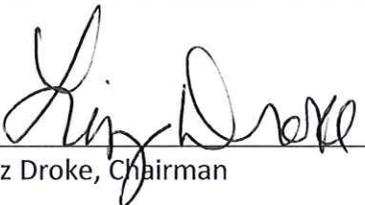
Mayor Fitterer let the Planning Commission know he appreciated the Commissioners completing their statement of interest forms.

M. STAFF COMMENT

Development Director Sanders addressed fraud issues happening with Development Services Invoices. She cautioned everyone to be careful and verify invoices with Development Services before paying them.

N. ADJOURN

Chairman Droke adjourned the meeting at 6:07 PM.

X 
Liz Droke, Chairman

X 
P.C. Secretary