

RESOLUTION 21-211

A RESOLUTION DESIGNATING A SCHEDULE FOR CITY OF SPRING HILL PUBLIC MEETINGS FOR THE 2022 CALENDAR YEAR

WHEREAS, pursuant to Chapter 1, Section 101, of the Spring Hill Municipal Code, the Spring Hill Board of Mayor and Aldermen has the authority and obligation to hold regular monthly meetings and to establish a place and time for such meetings; and

WHEREAS, the Spring Hill Municipal Planning Commission holds regular monthly meetings also established by the attached 2022 calendar; and

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen desires to adopt the attached schedule for regular meetings for the Spring Hill Municipal Planning Commission and Board of Mayor and Aldermen for the calendar year of 2022; and

WHEREAS, the Chairman of the Planning Commission or the Mayor has the authority to call special meetings or public hearings in addition to those regularly scheduled; and

WHEREAS, the attached calendar of 2022 meetings shall be advertised as a notice in the local newspapers and shall be posted on the City of Spring Hill website; and

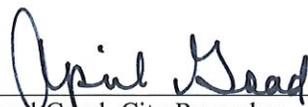
NOW, THEREFORE, BE IT RESOLVED, that the Spring Hill Board of Mayor and Aldermen approves the attached 2022 calendars of designated City Public Meetings to be held at Spring Hill City Hall, Court Room, 199 Town Center Parkway, Spring Hill, Tennessee, or virtually if permitted, at specified dates and times.

Passed and adopted this 6th day of December, 2021.



Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



Spring Hill Municipal Planning Commission

2022 Meeting Schedule

Application Deadline	Staff Technical Review	Review w/Applicant	Revisions Deadline#1	Planning Commission		Revisions Deadline#2	Planning Commission Regular Meeting
				Work Session	Revisions Deadline#2		
12:00 PM (noon)	8:30 AM	8:30 AM	12:00 PM (noon)	5:30 PM	12:00 PM (noon)	5:30 PM	5:30 PM
Monday	Thursday	Wednesday	Monday	Monday	Monday	Monday	Monday
Planning Office	Planning Office	Planning Office	Planning Office	City Hall	Planning Office	City Hall	City Hall
November 1	November 4	November 10	November 15	November 22	Dec 6	December 13	
January 3	January 6	January 12	*January 18	January 24	January 31	February 14	February 14
January 31	February 3	February 9	February 14	February 28	March 7	March 14	March 14
March 7	March 10	March 16	March 21	March 28	April 4	April 11	April 11
April 4	April 7	April 13	April 18	April 25	May 2	May 9	May 9
May 2	May 5	May 11	May 16	May 23	*May 31	June 13	June 13
June 6	June 9	June 15	June 20	June 27	*July 5	July 11	July 11
*July 5	July 7	July 13	July 18	July 25	August 1	August 8	August 8
August 1	August 4	August 10	August 15	August 22	August 29	September 12	September 12
*September 6	September 8	September 14	September 19	September 26	October 3	October 10	October 10
October 3	October 6	October 12	October 17	October 24	October 31	November 14	November 14
October 31	November 3	November 9	November 14	November 21	December 5	December 12	December 12

** The 2022 Planning Commission cycle ends on December 12, 2022. No new applications are to be submitted in December, as there is no December 2022 Work Session or January 2023 Regular Meeting. **

☐ Indicates 2021 dates

* Indicates change in day due to holiday

2022
CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
PUBLIC MEETING SCHEDULE

DATES AND TIMES

Meeting Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-23
Board of Mayor & Aldermen (Each Meeting Consists of Public Hearing, Beer Board, Voting Meeting & Work Session) 6:00 p.m.	3	7	7	4	2	6	5 Tuesday	1	6 Tuesday	3	7	5	3
	18 Tuesday	22 Tuesday	21	18	16	20	18	15	19	17	21	19	17 Tuesday

*All Meetings are Held at Spring Hill City Hall, 199 Town Center Parkway, Spring Hill, TN 37174, or virtually, if permitted.
 For Further Information, call City Hall at 931.486.2252, or visit the website: www.springhilltn.org
 The Mayor of Spring Hill and the Spring Hill Municipal Planning Commission Chairman have the authority to call special meetings in addition to those listed above.
 Notice will be given of any such meeting in local newspaper and on City's Website.*

Approved by Resolution 21-211

Planning Process additional review time

The City of Spring Hill receive several different types of planning applications which require differing levels of review. The associated review may consist of a traffic impact study, site plan review, in-depth utility capacity analysis, accurate feasibility determination towards dedications of conservation or park lands, etc. at times all of the above. The Planning Department is requesting additional latitude in many cases to allow city staff adequate time to review information in a responsible and timely manner. The Planning Department is proposing the maximum amount of additional time we could use; but based on the complexity of a particular application, the time may be reduced. The Planning Department would like to implement this measure by requiring applicants to submit a formal application a minimum of the additional time allowed by the PC prior to the application deadline date.

Site Plan

- **SPC** - Site Concept Plan

A Concept Plan is presented before the Planning Commission for the purpose of obtaining information and guidance prior to formal application. A concept plan must at minimum consist of: a map containing; proposed land uses, natural features, the location of roadways, public utilities, and schematic drawing; a written statement, and a summary of comments from the neighborhood meeting, if applicable. The Planning Department will not require additional business days in order to process a Site Concept Plan.

- **STP** - Site Plan

The purpose of a Residential Site Plan is to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management and sustainable design techniques. The Planning Department will require **no more than 20 additional business days** in order to process a Site Plan.

- **SPm** - Site Plan Minor Modification (Administrative)

A Site Plan Minor Modification may be submitted to the Planning Department for many reasons, including: Minor changes required during construction, as related to final engineering issues such as topography, drainage, underground utilities, structural safety, or vehicular circulation; exterior renovations to a building façade; the modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of the UDC and any conditions of approval, and many other reasons. The Planning Department will not require additional business days in order to process a Site Plan Minor Modification.

- **SPM** - Site Plan Major Modification

Any modification not considered a minor modification must be approved by the Planning Commission in a public meeting. Applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved site plan. Planning Director may also choose to forward any minor modification. The Planning Department will not require additional business days in order to process a Site Plan Major Modification.

- **NCP** - Neighborhood Concept Plan

Before submitting a formal application for a major subdivision of 25 or more lots, the

applicant must present a neighborhood concept plan to the Planning Commission for the purpose of obtaining information and guidance prior to formal application. *See SPC for more details about the contents of a concept plan.* The Planning Department will require **no more than 20 additional business days** in order to process a Neighborhood Concept Plan.

- **PPL-** Preliminary Plat

A Preliminary Plat includes scaled drawings of a proposed subdivision showing the layout of streets, alleys, lots, blocks, and other elements. Upon receipt of a complete preliminary plat application, the Planning Director will call a staff review committee to review the preliminary plat and prepare a recommendation to the Planning Commission regarding approval, approval with changes or conditions, deferral, or denial of the plat. The recommendation of the review committee will be forwarded to the Planning Commission. The Planning Department will require **no more than 20 additional business days** in order to process a Preliminary Plan.

- **FPL-** Final Plat

A Final Plat is the final map or drawing and accompanying materials, as required and described in these regulations, on which the subdivider's plan of the subdivision is presented to the Planning Commission for approval, and which, if approved by the commission, is recorded with the appropriate County Register of Deeds. The Planning Department will not require additional business days in order to process a Final Plat.

- **FPM -** Final Plat Minor Subdivision Review

A minor revision to final plat is defined as an adjustment that will not impact proposed or existing public improvements involving two or fewer building lots. The Planning Department will not require additional business days in order to process a Final Plat Minor Subdivision Review.

- **FPA-** Final Plat Administrative Review (Lot Split)

The Planning Department will not require additional business days in order to process a Final Plat Administrative Subdivision Review.

Planned Development

- **PDC -** Planned Development Concept Plan

Planned Developments (PD) are intended to encourage and allow more creative and flexible development of land than is possible under district zoning regulations and should only be applied to further those applications that provide enhanced amenities or design features to the City. *See SPC for more details about the contents of a concept plan.* The Planning Department will require **no more than 20 additional business days** in order to process a Planned Development Concept Plan.

- **PDP-** Planned Development Preliminary Plan

A Preliminary Plan includes scaled drawings of a proposed residential/nonresidential/mixed use development showing the layout of streets, alleys, lots, blocks, and other elements. Before submitting a formal application for a planned development, the applicant must present a concept plan before the Planning Commission for the purpose of obtaining information and guidance prior to formal application. The Planning Department will require **no more than 20 additional business days** in order to process a Planned Development Preliminary Plan.

- **PDF** -Planned Development Final Plan
After the planned development has been approved and improvements made in accordance with the approved planned development preliminary plan, the final plat may be prepared and presented to the Planning Commission for final approval. The Planning Department will not require additional business days in order to process a Planned Development Final Plan.
- **PDm** - Planned Development Minor Modification
The Planning Commission may approve minor modifications to an approved final plan when it is determined by the Planning Commission that such changes are in general conformance with the approved final plan. No notice is required for a minor modification. Upon review of the proposed modifications, the Planning Commission may determine that the proposed modifications constitute a new planned development and the final plan must be resubmitted as a preliminary plan. The Planning Department will not require additional business days in order to process a Planned Development Minor Modification.
- **PDM** - Planned Development Major
The Planning Department will not require additional business days in order to process a Planned Development Minor Modification.
- **PDA** - Planned Administrative Modification
The Planning Director may approve administrative modifications to an approved final plan when it is determined by the Planning Director that such changes are in substantial conformance with the approved final plan. The Planning Director, may choose to classify a modification that meets the criteria as a minor modification subject to approval by the Planning Commission. No notice is required for an administrative modification. The Planning Department will not require additional business days in order to process a Planned Administrative Modification.

Miscellaneous

- **ANX** -Annexation
The Planning Department will require **no more than 20 additional business days** in order to process an annexation.
- **RZN**- Rezone (Zoning Map Amendment)
The Zoning Map may be amended from time to time in accordance with the UDC. The process for amending the Zoning Map is intended to allow modifications in response to omissions or errors, changed conditions, or changes in City policy. Amendments are not intended to relieve particular hardships or confer special privileges or rights upon any person or party. The Planning Department will require **no more than 20 additional business days** in order to process a RZN.
- **TUP** - Temporary Use Permit
A temporary use permit allows for the short-term use and/or placement of structures on a lot. The temporary use permit regulates temporary uses that occur entirely on and within a lot. Temporary uses located within the public right-of-way are regulated separately by the City Code. The Planning Department will not require additional business days in order to process a Temporary Use Permit.
- **ZTA** - Zoning Text Amendment
Zoning regulations may be amended from time to time in accordance with the UDC. The process

for amending the zoning regulations is intended to allow modifications in response to omissions or errors, changed conditions, or changes in City policy. Amendments are not intended to relieve particular hardships or confer special privileges or rights upon any person or party. The Planning Department will not require additional business days in order to process a ZTA.

- **Cell Tower**

A cell tower is a tall pole or tower having one or more antennas attached and by which signals are transmitted and received over a single cell of a cellular telephone network. One way cell towers differ is because accessory equipment for a cell tower is typically contained within an equipment shed located on the ground, while accessory equipment for a small cell or DAS facility may be mounted on a Potential Support Structure (PSS). The Planning Department will not require additional business days in order to process Cell Tower applications.

- **Small Cell and DAS**

(1) individual small cell wireless antennas; or (2) networks of spatially separated small cell wireless antenna nodes connected to a common source via fiber optic transport medium that provides wireless service within a geographic area. DAS stands for Distributed Antenna Systems. The Planning Department will not require additional business days in order to process Small Cell and DAS applications.

- **Special Use**

This Code is based upon the division of the City into districts. Within each district the use of land and structures are substantially uniform. It is recognized, however, that there are certain uses which, because of their unique characteristics, cannot be properly classified in a particular district or districts without consideration of the impact of those uses upon neighboring land and of the public need for the particular use at the particular location. The Planning Department will not require additional business days in order to process a Planned Administrative Modification.

- **Variance**

The purpose of the variance process is to provide a narrowly circumscribed means by which relief may be granted from unforeseen applications of the zoning regulations of this Code that create practical difficulties or particular hardships. All applications must be filed with the Planning Department. Once it is determined that the application is complete, the Planning Department will schedule the application for consideration by the Board of Zoning Appeals. The Planning Department will not require additional business days in order to process a Variance.

- **Appeal**

The zoning appeals process is intended to provide appropriate checks and balances on the administrative authority of the Planning Director. A property owner in the City that is directly affected by an administrative determination of the Planning Director may file an appeal of the Planning Director's decision on a zoning interpretation, temporary use permit, or other administrative zoning decision related to this Code. This process does not include appeals of any Building Official decisions. The Planning Department will not require additional business days order to process an Appeal.

- **Zoning Letter**

The Planning Department will not require additional business days in order to process a Zoning Letter.

Appendix A

1. Example of Amended Application Deadline Schedule:

Pre-Submittal Deadline	Application Deadline
12:00 PM (noon)	12:00 PM (noon)
Monday	Monday
Planning Office	Planning Office
September 15	October 4
October 11	November 1