




**METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY**

Planning Department  
Metro Office Building, 2<sup>nd</sup> Floor  
800 Second Avenue South  
Nashville, Tennessee 37219

Date: January 14, 2016  
To: Metropolitan Nashville-Davidson County Planning Commissioners  
From: J. Douglas Sloan III   
Re: Executive Director's Report

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The following items are provided for your information.

**A. Planning Commission Meeting Projected Attendance (6 members are required for a quorum)**

1. Planning Commission Meeting:
  - a. Attending: McLean; Clifton; Farr; Gee; Adkins ; Allen; Blackshear; Hagan-Dier; Dalton; Haynes
2. Legal Representation – Emily Lamb will be attending

**B. Land Development**

1. Land Development has hired two Planner 2s: Patrick Napier and Deborah Sullivan, whose start date is February 1. A Planning Tech position is still open.

**C. Community Plans/Design Studio**

1. The Planning Department has determined that a formal procedure should be established for the Planning Executive Director to determine whether a proposed amendment to any component of the General Plan is a Major, Minor, or Housekeeping Plan Amendment. The proposed procedure would be for the Executive Director to issue a signed memorandum to each applicant for a community plan amendment that would include his or her determination of whether the proposal is a Major, Minor, or Housekeeping plan amendment, the required study area for the proposed amendment, a brief explanation of the reasons for both determinations, and a map of the required plan amendment study area. The applicant would be required to obtain these determinations a minimum of one week prior to submitting the application, since both the application fee and the procedures for reviewing and processing the application are dependent on the determinations. Establishing these procedures for community plan amendments will not require a change in the Planning Commission Rules and Procedures. This change will ensure that applicants are aware of what type of application to file, and if a community meeting is required. The change will also ensure that once an application is filed it can be processed on the deadline for which it is submitted. Please see the attached memorandum for more detailed information on this change.

**Administrative Approved Items and Staff Reviewed Items Recommended for approval by the Metropolitan Planning Commission**

In accordance with the Rules and Procedures of the Metropolitan Planning Commission, the following applications have been reviewed by staff for conformance with applicable codes and regulations. Applications have been approved on behalf of the Planning Commission or are ready to be approved by the Planning Commission through acceptance and approval of this report. Items presented are items reviewed through 01/05/2016.

<b>APPROVALS</b>	<b># of Applics</b>	<b># of Applics '16</b>
Specific Plans	2	0
PUDs	2	1
UDOs	2	0
Subdivisions	15	0
Mandatory Referrals	12	0
<b>Grand Total</b>	<b>33</b>	<b>1</b>

**SPECIFIC PLANS (finals only): MPC Approval**  
**Finding: Final site plan conforms to the approved development plan.**

<b>Date Submitted</b>	<b>Staff Determination</b>		<b>Case #</b>	<b>Project Name</b>	<b>Project Caption</b>	<b>Council District # (CM Name)</b>
10/1/2015 10:56	12/4/2015	RECOM APPR	2015SP-070-002	10TH & RUSSELL SP (FINAL)	A request for final site plan approval for a portion of property located at 210 S. 10th Street, at the southwest corner of S. 10th Street and Russell Street (0.57 acres), to permit eight residential units, requested by Civil Site Design Group, PLLC, applicant; East Nashville Free Will Baptist Church, Inc., owner.	06 (Brett Withers)
9/9/2015 12:24	12/17/2015	RECOM APPR	2015SP-015-002	SOUTH 12TH & DAVIDSON (FINAL)	A request for final site plan approval for properties located at 120, 1203 and 1205 Davidson Street, at the northeast corner of Davidson Street and South 12th Street, (0.59 acres), to permit six detached residential dwelling units, requested by Dale & Associates, applicant; D221, LLC, owner.	06 (Brett Withers)

**URBAN DESIGN OVERLAYS (finals and variances only) : MPC Approval**  
**Finding: all design standards of the overlay district and other applicable requirements of the code have been satisfied.**

<b>Date Submitted</b>	<b>Staff Determination</b>		<b>Case #</b>	<b>Project Name</b>	<b>Project Caption</b>	<b>Council District # (CM Name)</b>
10/28/2015 11:06	12/14/2015	RECOM APPR	2014UD-001-003	CLAYTON AVENUE	A request for final site plan approval for property located at 846 Clayton Avenue, approximately 250 feet east of Craig Avenue and located within the Clayton Avenue Urban Design Overlay, to permit two residential units, requested by Bonner Builders, Inc., applicant and owner.	17 (Colby Sledge)



6/11/2015 8:25	12/17/2015	RECOM APPR	2005UD-006-016	31ST AND LONG BLVD	A request for final site plan approval for property located at 401 Avoca Street, at the northwest corner of the intersection of Long Boulevard and Avoca Street, zoned RM40 and within the 31st Ave. and Long Blvd. Urban Design Overlay district (0.17 acres), to permit a three attached residential units, requested by Dale and Associates, applicant and Design and Development, LLC, owner.	21 (Ed Kindall)
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**PLANNED UNIT DEVELOPMENTS (finals and variances only) : MPC Approval**

Date Submitted	Staff Determination	Case #	Project Name	Project Caption	Council District # (CM Name)	
10/29/2015 10:07	12/7/2015	RECOM APPR	128-78P-002	HERMITAGE BUSINESS CENTER (GRADING ONLY)	A request for final site plan approval for a portion of a Commercial Planned Unit Development for property located at 4001 Lebanon Pike, at the intersection of Lebanon Pike and Old Hickory Boulevard (3.09 acres), zoned SCR, to permit only mass grading, requested by Civil Site Design Group, PLLC, applicant; Richard H. Watts Family Partnership, owner.	14 (Kevin Rhoten)
12/2/2015 14:07	1/5/2016	RECOM APPR	2004P-004-002	CARROLTON STATION (FINAL)	A request for final site plan approval for a portion of properties located at 2625 Una Antioch Pike and 308 Carrolton Station Drive, approximately 580 feet north of Antioch Pike, to permit 14 multi-family residential units and to permit mass grading, requested by Civil Site Design Group, PLLC, applicant; Jericho Properties, LLC, owner.	28 (Tanaka Vercher)

**MANDATORY REFERRALS: MPC Approval**

Date Submitted	Staff Determination	Case #	Project Name	Project Caption	Council District # (CM Name)	
11/17/2015 15:30	12/3/2015	RECOM APPR	2015M-059ES-001	1414 ROSEBANK AVENUE SEWER AND WATER	A request to abandon approximately 443 linear feet of sanitary sewer main and easement and to accept 230 linear feet of 8" DIP sanitary sewer main, 616 linear feet of 8" PVC sewer main, 12 sewer manhole assemblies, 918 linear feet of 8" DIP water main, 74 linear feet of 6" water main, and 346 linear feet of 4" water main and 2 new fire hydrant assemblies and the negotiation and acceptance of temporary and permanent easements for property located at 1414 Rosebank Avenue, Metro Water Services Project # 15-SL-1 and 15-WL-1, requested by Metro Water Services, applicant; Core Development Services, owner.	07 (Anthony Davis)
11/20/2015 15:45	12/3/2015	RECOM APPR	2015M-031EN-001	12TH & PORTER AERIAL ENCROACHMENT	A request to allow an aerial encroachment comprised of one 5' x 5' projecting sign encroaching the public right-of-way for property located at 114 12th Avenue N, requested by Joslin and	19 (Freddie O'Connell)

					Son Signs, applicant; John and Barbara Ferguson, owners.	
11/23/2015 10:52	12/3/2015	RECOM APPR	2015M-032EN-001	GL ELLISTON 23 APARTMENTS AERIAL ENCROACHMENT	A request to allow two new aerial encroachment comprised of one 5' x 18' internally illuminated projecting sign and one 3' x 12' flat panel sign encroaching the public right-of-way for property located at 2300 Elliston Place, requested by Connor Group, applicant; GL Elliston 23 Apartments, LLC et al, owners.	21 (Ed Kindall)
12/2/2015 11:24	12/9/2015	RECOM APPR	2016M-001AB-001	GAYLORD DRIVE ABANDONMENT	A request to abandon and quitclaim any interest that Metro has in the portion of Gaylord Drive within the area that the State of Tennessee has approved as surplus property, requested by Metro Public Works, applicant.	15 (Jeff Syracuse)
12/8/2015 11:36	12/15/2015	RECOM APPR	2016M-001ES-001	DAVIDSON BRANCH EQUALIZATION FACILITY	A request to acquire through negotiation, condemnation, or fee simple take temporary and permanent easements to construct the Davidson Branch Equalization Facility for property located at 6924 Charlotte Pike (MWS Project No. 11-SC-111 OAP), requested by Metro Water Services, applicant; Sunrise Motel Inc., owner.	35 (Dave Rosenberg)
12/8/2015 15:50	12/16/2015	RECOM APPR	2016M-001EN-001	401 UNION HOTEL AERIAL ENCROACHMENT	A request to allow two aerial encroachments comprised of one internally illuminated canopy sign encroaching the public right-of-way on 4th Avenue North and one internally illuminated canopy sign encroaching the public right-of-way on Union Street for property located at 401 Union Street, requested by Civil Site Design Group, applicant; 401 Union Hotel, LLC, owners.	19 (Freddie O'Connell)
12/10/2015 11:39	12/17/2015	RECOM APPR	2016M-001PR-001	MLK MAGNET EXPANSION	A request to authorize the Director of Public Property, or his designee, to acquire certain real property by negotiation or condemnation for use in a public project for the Metropolitan Government of Nashville and Davidson County and specifically with relation to the expansion of the Martin Luther King Junior Academic Magnet, for the use and benefit of the Metropolitan Nashville Public Schools, requested by the Metro Finance Department, applicant; Horton Paper Services, Inc., owner.	19 (Freddie O'Connell)
12/10/2015 11:07	12/17/2015	RECOM APPR	2016M-002ES-001	921 31ST AVENUE NORTH EASEMENT ABANDONMENT	A request for the abandonment of the southern 25' portion of the existing 50' wide Public Utility Easement, previously retained via Council Ordinance No. 084-343, for property located at 921 31st Avenue North between Alley No. 1180 and Clare Avenue, requested by Metro Water Services, applicant; Brian Watkins, owner.	21 (Ed Kindall)
11/23/2015 13:15	12/17/2015	RECOM APPR	2015M-024AB-001	ALLEY # 815 RIGHT-OF-WAY AND EASEMENT ABANDONMENT	A request to abandon a portion of Alley #815 Right-of-way and easement (easements and utilities to be abandoned) from Belcourt Avenue northward to Alley #801 and relocate approximately 164 ft west of the original alley on property located at 2102 Belcourt Avenue, requested by Barge Cauthen & Associates, applicant;	18 (Burkley Allen)



					Belcourt Theatre Inc., owner.	
12/8/2015 15:31	12/22/2015	RECOM APPR	2016M-002AB-001	KOREAN VETERANS BOULEVARD RIGHT-OF-WAY ABANDONMENT	A request to abandon a 2,463 square foot portion of Korean Veterans Boulevard (former Franklin Street) right-of-way between 4th Avenue South and Alley #68 behind the existing sidewalk adjacent to parcel 338 on Map 93-10 (easements and utilities to be maintained), requested by The Nashville Symphony Association, applicant and owner.	19 (Freddie O'Connell)
12/14/2015 10:18	12/22/2015	RECOM APPR	2016M-002EN-001	LEGENDS GIFTS AT 325 BROADWAY AERIAL ENCROACHMENT	A request to allow an aerial encroachment comprised of one 12' x 1' 8" projecting sign encroaching the public right-of-way for property located at 325 Broadway, requested by Joslin and Son Signs, applicant; Lufay Anderson Sweet II, owner.	19 (Freddie O'Connell)
12/22/2015 11:19	12/31/2015	RECOM APPR	2016M-003ES-001	M & W LOGISTICS	A request to abandon approximately 140 linear feet of 4" DIP water main and to accept 178 linear feet of 8" DIP water main and fire hydrant, and acceptance of permanent easements for property located at 101 Terminal Court, Metro Water Services Project # 15-WL-128, requested by Metro Water Services, applicant; M & S Realty, owner.	17 (Colby Sledge)

**INSTITUTIONAL OVERLAYS (finals and variances only) : MPC Approval**  
**Finding: Final site plan conforms to the approved campus master development plan and all other applicable provisions of the code.**

Date Submitted	Staff Determination	Case #	Project Name	Project Caption	Council District # (CM Name)
NONE					

**SUBDIVISIONS: Administrative Approval**

Date Submitted	Date Approved	Action	Case #	Project Name	Project Caption	Council District (CM Name)
7/2/2015 12:01	12/2/2015	APADMIN	2015S-112-001	BEST WESTERN PLUS, BELLE MEADE INN & SUITES CONSOLIDATION PLAT	A request for final plat approval to create one lot on property located at 413 White Bridge Pike and 5600 O'Brien Avenue and O'brien Avenue (Unnumbered), at the northwest corner of White Bridge Pike and O'brien Avenue, zoned CS (1.44 acres), requested by Rhodes Engineering, applicant; Jai Balaji, LLC, owner.	20 (Mary Carolyn Roberts)
5/21/2015 13:44	12/3/2015	APADMIN	2015S-085-001	AARONS CRESS SUBDIVISION, RESUB LOTS 119 AND 120	A request for final plat approval to shift lot lines on properties located at 305 and 309 Bournemouth Lane, approximately 350 feet south of Pickett Drive, zoned RS15 (0.46 acres), requested by Wamble & Associates, PLLC, applicant; Timothy and Jennifer Higdon and The LUX Development Group, LLC., owners.	12 (Steve Glover)

9/25/2015 9:55	12/4/2015	APADMIN	2015S-152-001	COLLINS WHEELER AVENUE PROPERTY	A request for final plat approval to shift lot lines on property located at 227 Wheeler Avenue, approximately 575 feet east of Nolensville Pike, zoned RS7.5 (0.54 acres), requested by H & H Land Surveying, Inc., applicant; Eugene Collins owner.	16 (Mike Freeman)
4/30/2015 11:55	12/8/2015	RECOM APPR	2015S-075-001	RESUB. LOTS 36 - 46 PAYNE'S ADDITION TO EDGEFIELD NOW EAST NASHVILLE	A request for final plat approval to create two lots on property located at 210 South 10th Street, on the west side of South 10th Street between Russell Street and Fatherland Street, zoned R8 and within the Edgehill Historic Preservation District and Edgefield Historic District (1.78 acres), requested by Campbell Mcrae & Associates Surveying, Inc., applicant, for Five Point's Fellowship, owner.	06 (Brett Withers)
10/29/2015 11:48	12/8/2015	RECOM APPR	2015S-180-001	ONE CITY NASHVILLE, RESUB OF LOTS 4, 7, 9 & OPEN SPACE	A request for final plat approval to shift lot lines between two lots and an open space located at 7 and 9 City Place and City Boulevard (unnumbered), approximately 460 feet west of 28th Ave North, zoned SP (10.88 acres), requested by Crawford & Cummings, PC, applicant; Nashcam, LP, owner.	21 (Ed Kindall)
9/28/2015 16:07	12/15/2015	RECOM APPR	2015S-156-001	ONE BELLEVUE PLACE	A request for final plat approval to create six lots on properties located at 7614 A & B, 7616, 7620, 7624, 7632, and 7634 Highway 70 S, approximately 600 feet west of Sawyer Brown Road, zoned MUL and SCR (87.34 acres), requested by Barge, Cauthen & Associates, applicant; Bellevue Development, LLC, owner.	22 (Sheri Weiner)
11/2/2015 13:08	12/15/2015	APADMIN	2016S-004A- 001	WOODARD SUBDIVISION, AMENDMENT TO LOT 3	A request to amend a previously recorded plat to revise the septic field for property located at 5966 Clarksville Pike, at the southwest corner of Clarksville Pike and Eaton's Creek Road, zoned RS40 (1.95 acres), requested by Ronald Floyd, applicant; George Burton, owner.	01 (Loniel Greene, Jr.)
10/1/2015 10:49	12/16/2015	APADMIN	2015S-161-001	RIDGEVIEW UDO PHASE ONE, RESUB LOTS 12- 16, 32-36 & 140- 144	A request for final plat approval to shift lot lines and create one lot on several properties located along Wild Oaks Court Eagle View Blvd, within the Ridgeview Urban Design Overlay, zoned RM9 and MUL (0.79 acres), requested by Dale and Associates, applicant; AF PB2, LLC, owner.	32 (Jacobia Dowell)
11/24/2015 10:53	12/17/2015	APADMIN	2016S-002A- 001	EVERGREEN HEIGHTS, LOT 7	A request to amend the recorded front setback from 60 feet to 50 feet on property located at 4027 Dorcas Court, approximately 300 feet north of Hobbs Road, zoned RS20 (0.88 acres), requested by Patrick Stavely, applicant and owner.	34 (Angie Henderson)
9/30/2015 12:45	12/17/2015	APADMIN	2015S-159-001	Travis Place, Ph. 1A, First Revision	A request for final plat approval to abandon a Public Utility Drainage Easement (PUDE) across two lots on properties located at 8587 & 8591 Beautiful Valley Drive, approximately 90 feet east of McCrory Lane, zoned RS10 (0.45 acres), requested by Crawford & Cummings, applicant;	35 (Dave Rosenberg)



					Travis Property Developers, owners.	
9/30/2015 11:14	12/17/2015	APADMIN	2015S-158-001	SADDLEBACK FARMS, RESUB LOTS 10 & 11	A request for final plat approval to create one lot on properties located at 1932 and 1946 Saddleback Road, approximately 900 feet south of Union Hill Road, zoned AR2a (13.89 acres), requested by Crenshaw Land Surveying, applicant; Z. Darrell Johnson, owner.	03 (Brenda Haywood)
8/26/2015 10:42	12/18/2015	RECOM APPR	2015S-140-001	222 SECOND AVENUE CONSOLIDATION PLAT	A request for final plat approval to consolidate six lots into one lot on properties located at 206, 216 and 222 2nd Avenue South and 201, 209, and 217 1st Avenue South, at the corner of Demonbreun Street and 1st Avenue South and located within the Rutledge Hill Redevelopment District, zoned DTC (1.02 acres), requested by Barge, Waggoner, Sumner & Cannon, Inc., applicant; CB Ragland Company, owner.	19 (Freddie O'Connell)
6/25/2015 15:04	12/21/2015	RECOM APPR	2015S-106-001	LCD LOTS 1 AND 2	A request for final plat approval to create two lots on property located at 7734 Highway 70 S, at the northwest corner of Harpeth Valley Road and Highway 70 S, zoned SP (3.37 acres), requested by Delle Land Surveying, Inc., applicant; Larry's Country Diner, LLC, owner.	22 (Sheri Weiner)
8/27/2015 11:50	12/22/2015	APADMIN	2015S-144-001	MORROW PROPERTIES AT WESTBROOK	A request for final plat approval to create two lots on property located at 5801 Morrow Road, approximately 125 feet east of 59th Avenue North, zoned R6 (0.64 acres), requested by Morrow Properties, LLC, applicant; Jeff Estepp, LLC, owner.	20 (Mary Carolyn Roberts)
12/2/2015 10:34	12/31/2015	APADMIN	2016S-014-001	ST. THOMAS WEST	A request for final plat approval to shift lot lines between properties located at 4304 and 4306 Harding Pike, approximately 500 feet east of Kenner Avenue, zoned CS (3.07 acres), requested by Littlejohn Engineering Associates, Inc., applicant; Suntrust Bank, owner.	24 (Kathleen Murphy)
7/2/2015 12:01	12/2/2015	APADMIN	2015S-112-001	BEST WESTERN PLUS, BELLE MEADE INN & SUITES CONSOLIDATION PLAT	A request for final plat approval to create one lot on property located at 413 White Bridge Pike and 5600 O'Brien Avenue and O'Brien Avenue (Unnumbered), at the northwest corner of White Bridge Pike and O'Brien Avenue, zoned CS (1.44 acres), requested by Rhodes Engineering, applicant; Jai Balaji, LLC, owner.	20 (Mary Carolyn Roberts)

### Performance Bonds: Administrative Approvals

Date Approved	Administrative Action	Bond #	Project Name
12/15/15	Approved New	2015B-022-001	VILLAGE 21
12/10/15	Approved Extension	2007B-028-006	CAMBRIDGE FOREST, PHASE 6
12/10/15	Approved Extension	2006B-081-006	CAMBRIDGE FOREST, SECTION 10
12/21/15	Approved New	2015B-048-001	BELLEVUE STATION CONSOLIDATION PLAT
12/8/15	Approved Extension/Reduction	2012B-030-004	WESTPORT BUSINESS PARK, PHASE 1
12/18/15	Approved Replacement	2007B-052-009	HERITAGE HILLS, PHASE 1
12/21/15	Approved New	2015B-052-001	LCD LOTS 1 AND 2
12/15/15	Approved Extension/Reduction	2013B-035-003	VILLAGES OF RIVERWOOD, SECTION 1, PHASE 4E
12/15/15	Approved Extension	2013B-005-004	VILLAGES OF RIVERWOOD, PHASE 3C, SECTION 1
12/15/15	Approved Extension/Reduction	2013B-036-003	VILLAGES OF RIVERWOOD, SECTION 1, PHASE 4D
12/2/15	Approved Extension	2008B-006-004	WEST END SUMMIT
12/15/15	Approved New	2015B-054-00	MORROW PROPERTIES AT WESTBROOK
12/9/15	Approved Extension/Reduction	2006B-029-008	SUMMERFIELD, SECTION 6

#### Schedule

- A. **Thursday, January 14, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- B. **Thursday, January 28, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- C. **Thursday, February 11, 2016** - [MPC Meeting](#); 4pm, Metro Southeast, 1417 Murfreesboro Pike, Green Hills Auditorium
- D. **Thursday, February 25, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- E. **Thursday, March 10, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- F. **Thursday, March 24, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- G. **Thursday, April 14, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- H. **Thursday, April 28, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- I. **Thursday, May 12, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center
- J. **Thursday, May 26, 2016** - [MPC Meeting](#); 4 pm, 700 Second Ave. South, Howard Office Building, Sonny West Conference Center





**METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY**

Planning Department  
Metro Office Building, 2<sup>nd</sup> Floor  
800 Second Avenue South  
Nashville, Tennessee 37219

**Date:** January 8, 2016  
**To:** Metropolitan Planning Commission  
**From:** J. Douglas Sloan III, Esq., Executive Director  
**Re:** Proposed Clarification of Planning Department Community Plan Amendment Procedures and Application Form and Future Changes to the Planning Commission Rules and Procedures

The Planning Department has determined that a formal procedure should be established for the Planning Executive Director to determine whether a proposed amendment to any component of the General Plan is a Major, Minor, or Housekeeping Plan Amendment. This change needs to be made in the near term for applications to amend any of the fourteen community plans because of the increase in development activity. In addition, the Department intends to formalize its determination of the study area for each community plan amendment based on factors such as common characteristics an applicant's properties may share with nearby properties in terms of proximity to major centers and corridors or their combined ability to form a transition in development intensity to nearby properties. This change will ensure that applicants are aware of what type of application to file, and if a community meeting is required.

The proposed procedure would be for the Executive Director to issue a signed memorandum to each applicant for a community plan amendment that would include his or her determination of whether the proposal is a Major, Minor, or Housekeeping plan amendment, the required study area for the proposed amendment, a brief explanation of the reasons for both determinations, and a map of the required plan amendment study area. The applicant would be required to obtain these determinations a minimum of one week prior to submitting the application, since both the application fee and the procedures for reviewing and processing the application are dependent on the determinations.

Establishing these procedures for community plan amendments will not require a change in the Planning Commission Rules and Procedures because the Rules and Procedures do not currently contain this level of detail about the community plan amendment application process. Instead, the procedure is outlined on the Community Plan Amendment Application. The signed memorandum and determination of the amendment study area will formalize procedures already in place.

The effective date of the procedure will be March 3, 2016, the filing deadline for the April 14 Planning Commission meeting. In addition, there will be a grace period of two filing deadlines before applications lacking the required written determination will be deemed incomplete. Applicants filing on or after the April 14, 2016 filing deadline must provide a copy of the written determination along with their community plan amendment applications in order for the applications to be accepted as complete. An updated version of the Community Plan Amendment application reflecting the change in procedures will be posted on the Planning Commission website on January 22, 2016 along with an explanation of the change. Prospective applicants will also be notified of the new procedure through the Planning Department's weekly Development Dispatch e-newsletter and posting written notification of the change at the Planning Commission counter in the Development Services Center.







**METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY**

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Date: January 8, 2016  
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From: J. Douglas Sloan III, Esq., Executive Director  
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