

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Dan Allen | ACA and GM of Spring Hill Water
Gilles Morin | Senior Planner

DATE: 7/20/2026

SUBJECT: Exemption Request from Ordinance 25-29

STAFF RECOMMENDATION:

Staff recommend to defer the second reading of this exemption until August 17, 2026 to allow the business and property owner to achieve the following prior to final action:

1. Obtain a business tax license and coordinate with the Finance Department to determine if back taxes are owed to the City of Spring Hill;
2. Submit all required information to retroactively approve any interior improvements made to the property to accommodate the business and obtain the property approvals;
3. Obtain permits to comply with ADA requirements; and
4. Satisfy stormwater needs on the property associated with installing a parking lot to support the commercial activity on the site.

BACKGROUND:

The subject property, located at 2536 Duplex Road, is a historically significant property listed on the Secretary of Interior's National Register of Historic Places. It is regulated by the CD (Downtown District) zoning district.

In early 2025, the Development Services Department notified the property owner of several Unified Development Code (UDC) and Building Code violations observed on the property – the structure was converted from residential to commercial without obtaining site plan approval or a building permit, a gravel parking lot was installed without obtaining permits, the gravel parking lot does not meet the parking lot standards of the UDC, signage was installed on the property without obtaining a permit, and the sign was noncompliant with the UDC.

The property owner was advised on the actions required to resolve these violations, and several of the required actions have been taken, except for obtaining building permits for the work performed on the interior of the building.



City of Spring Hill | Development Services

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Ordinance 25-29 allows the Building Official to approve a building permit for tenant improvements IF the sewer demand of the proposed use is equal to or less than the sewer demand of the previous use. In this case, the sewer demand of the cosmetic procedure business exceeds the residential use of the property; however, the cosmetic procedure business was already operating and impacting the City's sanitary sewer plant. In other words, the business's sewer demand was being served in the 4.25 GPD baseline used during the preparation and adoption of Ordinance 25-29, which means a sanitary sewer reserve allocation is not required in this very unique case.

Staff met with TDEC representatives on March 27, 2026, to discuss the details of this request, and TDEC staff confirmed that approval of this exemption would not violate the terms of Consent Order WPC2025-0093.

FINANCIAL IMPACT:

This request does not have an impact on the City's 25-26 budget and does not require a budget amendment or City expenditure.

SUPPORTING DOCUMENTS:

N/A



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