

City of Crossville

*392 North Main Street
Crossville, Tennessee 38555*



Minutes

Thursday, August 21, 2025

12:00 PM

City Hall

Planning Commission

Regular Meeting

Call to Order

The Crossville Regional Planning Commission met for its monthly meeting on August 21, 2025 at Crossville City Hall. Mayor R.J. Crawford was present and presiding. He called the meeting to order at 12:00 p.m.

Roll Call

Present 7 - Gordon Atchley, Mayor R.J. Crawford, Landon Headrick, Vice Chair Kevin Poore, James Mayberry, Rob Harrison, and Jerry Wood

Others present were City Manager Valerie Hale, Bailey Walker, Kevin Dean, Serena Vasudeva, Vanessa Petty, Brian Sohl, Darrell Hall, and Josh Saint.

Public Comment

There were no comments made.

Agenda Items

1. Approval of minutes (7-17)

A motion was made by Gordon Atchley, seconded by Vice Chair Kevin Poore, to approve the minutes. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

2. Sky View Meadow Lot 16-19 Adjustments

The property owners of Lots 16 through 19 and the Lutheran Church have agreed to a rear lot line adjustment between the properties. There has been drainage issues along the common lot line between Lots 16 through 19 and the church property. With this adjustment, the drainage treatments will be made by the individual properties' owners and will prevent any future issues on the church's property. A variance request is needed to address encroachments that occurred along the fronts of Lots 16 through 19. The setbacks were reviewed and approved by the previous building official with the front "porches" encroaching on the setbacks. The property owners are seeking a 10-foot variance along the front of their lots to remove the encroachment and reduce the front setback to 20 feet instead of the existing 30 feet.

A motion was made by Vice Chair Kevin Poore, seconded by James Mayberry, to approve the 10-foot front setback variance for Lots 16 through 19. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

A motion was made by Vice Chair Kevin Poore, seconded by James Mayberry, to approve the plat. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

3. Consolidation and revision of Maple Glen Phase 2

Habitat for Humanity has proposed combining several lots and adjusting lot lines. When construction on this phase started, they realized that one of the approved lots was not developable due to topography. This is for the combination of Lots 32 and 33. They also want their cluster mailbox to be located on common ground rather than a privately owned parcel. To make that adjustment, they have proposed the lot line adjustments for Lots 34, 35, and 36. Due to the topography of Lot 34, they are seeking a front setback variance of 10 feet. This would bring the front setback of Lot 34 to 20 feet.

A motion was made by Rob Harrison, seconded by Vice Chair Kevin Poore, to approve the 10-foot front setback for Lot 34. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

A motion was made by Vice Chair Kevin Poore, seconded by Rob Harrison, to approve the plat. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

4. Sky View Meadow Release of Financial Guarantee

The developer of Sky View Meadow has requested the release of their financial guarantee. The developer has completed the requirements for the construction of storm water structures for Phase II and Phase III.

A motion was made by Vice Chair Kevin Poore, seconded by Gordon Atchley, to release the Letter of Credit. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

5. Release of Financial Guarantee for The Gardens Phase 8-3

The developer of the Gardens Phase 8 Plat 3 has requested the release of their financial guarantee. The developer has met the requirements for construction of storm water structures for that phase.

A motion was made by Gordon Atchley, seconded by Vice Chair Kevin Poore, to release the Letter of Credit. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

6. Meadow Creek Drive Water Line Extension - Mainline Utility Extension

Three property owners along Meadow Creek Drive, located off Taylor's Chapel Road, have requested the extension of the existing 2-inch water line to their properties. The extension would be approximately 750 feet long. The estimated cost for the extension

is \$29,410.70. If approved by City Council, the property owners will be responsible for either paying the City the cost estimate to install the line, or provide a financial guarantee in the amount of the cost estimate, plus 10 percent, for the work to be performed by an approved contractor.

A motion was made by James Mayberry, seconded by Jerry Wood, to recommend approval to City Council of the water line extension to Meadow Creek Drive. The motion carried by the following vote:

7.**Staff Reports and Other Business**

- *In House Plats (In Progress)*
 - o *118 Stone Drive, simple 2 lot subdivision along Stone Drive*
- *In House Plats (Completed)*
 - o *Maimie Cox Property, simple 1 lot sub off Hyder Ridge, recorded as Plat Book 12 Page 792*
 - o *Justin Baisley Property Town Loop, simple two lot subdivision along Town Loop, recorded as Plat Book 12 Page 798*
- *Regular Plats (In Progress)*
 - o *Oakland Subdivision, a 395-lot subdivision. This plat was submitted for Staff review but was rescinded after the requests and requirements of Staff could not be met for the August meeting. It will be on the next agenda after all requirements and requests have been met.*
- *Regular Plats (Completed)*
 - o *None*
- *Other*
 - o *.....*

Monthly Planning Report: July 1, 2025 to August 14, 2025

- *Planning Items reviewed: 13*
- *Number of Preliminary Lots: 418*
- *Number of Final Lots: 5*
- *Number of New Lots Created: -2*
- *Fees Collected: \$750.00*
- *Acres Subdivided: 14.044*
- *New Roads: 0 feet*
- *New Water Lines: 0 feet*
- *New Sewer Lines: 0 feet*

A motion was made by Vice Chair Kevin Poore, seconded by James Mayberry, to accept Staff Reports as presented. The motion carried by the following vote:

Aye: 7 - Atchley, Mayor Crawford, Headrick, Vice Chair Poore, Mayberry, Harrison and Wood

Adjournment

A motion was made by Jerry Wood at 12:08 p.m., seconded by Gordon Atchley, to adjourn the meeting. The motion carried unanimously.