



City of Crossville

392 N. Main
Crossville, TN 38555

Minutes

Planning Commission

Thursday, February 21, 2019

12:00 PM

City Hall

Regular Meeting

Call to Order

Present 6 - Kevin Poore, Gordon Atchley, Council Member Rob Harrison, Greg Tabor, Chairman Mike Moser, and Mayor James Mayberry

Also present were City Manager Greg Wood, Tyler Clark, Darrell Hall, Kevin Dean, and Malena Fisher.

Agenda Items

1. Approval of January 17 minutes

A motion was made by Kevin Poore, seconded by Greg Tabor, to approve the January 17 minutes. Motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

2. Crossroad Villages Phase V - Preliminary

The developer, Glenn Clark, is proposing a 38 lot subdivision on the northern side of Deerfield Road. This development would include approximately 1332 feet of road, 1321 feet of water lines, and 2885 feet of low pressure sewer. The average lot size is approximately 0.40 of an acre. There is one open space/common ground "lot" located between lots 16 and 17. This is the proposed location of the required US Postal "cluster" mailbox. The developer is requesting a variance on the length of the cul-de-sac from the maximum of 1200 feet to 1332 feet, a variance of 132 feet. Staff recommends approval of the preliminary plat and approval of the variance, based on the upper topography of the development and the existence of the "lake spillway zone."

United States Postal Service regulations for cluster mailboxes was discussed, and City Planner Kevin Dean pointed out that Crossroads Village is the first in the City to take a pre-emptive approach and make provisions for a receptacle in this portion of the development. USPS can go back as far as one year on subdivisions and require the addition of a cluster mailbox system. It was emphasized that the Crossville Regional Planning Commission has no level of enforcement of USPS regulations and simply acts in an advisory role. In the upcoming subregs, an addition to accommodate the mailbox requirement will be added to help protect the developers from costly

regulations after the fact.

A motion was made by Kevin Poore, seconded by Council Member Rob Harrison, to approve the variance. Motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

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

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

3. Crossroad Villages Phase IV Unit V - Final Plat

The developer, Glenn Clark, is presenting a 5 lot final plat, completing the Phase IV Preliminary. This plat includes a new road, Whitetail Run, a new 2 inch water line, and several extensions of gravity sewer service lines. All infrastructure has been installed. There was an error in the inspection of the road by the City's street department. They inspected and approved the road to a substandard width with the curbs added. This inspection issue has been resolved and should not happen again. However, it was not the fault of the developer, and City staff is asking for a variance to the asphalt width on Whitetail Run. The asphalt width was installed and approved for a road without curbs. However, curbs were planned and installed; therefore the driving lanes are one foot too short in width. Staff recommends approval of the plat and variance, due to the error being on the part of the City and the road having extremely low traffic flow.

A motion was made by Council Member Rob Harrison, seconded by Kevin Poore, to approve the variance. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

A motion was made by Kevin Poore, seconded by Council Member Rob Harrison, to approve the plat and recommend to City Council the acceptance of Whitetail Run as a City street. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

4. Cantrell Division - Final Plat

The developer, James Cantrell, is proposing a single lot division. This proposed lot does not front on a public ROW; therefore they are requesting a variance. They are proposing an ingress/egress easement to cross the remainder property for permanent access to the proposed lot. Upon review of the plat, staff noticed that all three of the existing "town house structures" were serviced from a single water meter. The proposed lot will cut off two of the "town house structures" and leave one on the remainder. Since it against City ordinance to have a water meter services two different lots with two different owners, staff met with the design engineer for the developer and came up with a solution. The water is to be severed from the existing meter for building number 3 and will only service buildings 1 and 2. A 10 foot utility easement is granted for the service line to Tract 1. Should they ever desire to have water at building 3, it would have to be connected by an alternate meter. This could be from an existing meter located on the remainder property or by the installation of a new meter. Staff recommends approval of the Plat and Variance as shown.

A motion was made by Council Member Rob Harrison, seconded by Greg Tabor, to approve the variance. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

A motion was made by Council Member Rob Harrison, seconded by Kevin Poore, to approve the plat subject to surveyor's stamp and signature. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

5. Annexation and Sewer Line Extension for Tulip Drive

The property owner of Tax Map 112D I 011.00 has requested annexation and sewer extension. This would require a main line sewer extension of approximately 750 feet. As per City ordinance, the property owner would be responsible for the material cost of the extension, which would be \$3,005.71, plus sewer tap and grinder pump. The cost to the City would be labor and equipment, which is \$22,835.60. Standard Plan of Services is attached. Staff recommends approval of the annexation and the extension of the sewer line. There are quite a few lots in the area that are currently outside the city limits and could potentially request annexation and sewer. As of right now, most of that area funnels into a single pump station located on Mockingbird. By extending this line on Tulip, it would be the first phase of a course of action in which the City could redirect the majority of the flow to a larger mainline located on Myrtle Avenue.

A motion was made by Council Member Rob Harrison, seconded by Kevin Poore, to make a recommendation to the City Council for annexation and extension of the low pressure sewer to Tulip Drive. The motion carried by the following vote:

6. Wilson Lane Utility Extension and Annexation

The property owners, Eric and Carrie Johnson, have requested water and sewer extension down Wilson Lane to their property, approximately 650 feet. 76% of the property is located inside the City already. Since 100% of the property is not currently in the City, the property owner would be required to pay a prorated amount of the cost for labor and equipment. The total cost of materials for both water and sewer extension would be, \$5,969.50. The total cost of labor and equipment for both water and sewer is, \$43,904.00. The prorated amount for the labor and equipment would be, \$10,536.96. If the remainder of the property is annexed into the City, then the property owners would only be responsible for the material cost. When they were informed of the prorated amount for labor and equipment, they requested annexation. Staff recommends approval of the utility extension, upon payment of the amount for material cost. Staff also recommends approval of the annexation.

A motion was made by Council Member Rob Harrison, seconded by Kevin Poore, to recommend to Council the extension of the utilities and annexation of the remainder of the property. The motion carried by the following vote:

7. Release of Letters of Credit Water and Sewer, The Gardens Phase 8 Plat 2

The developer has completed the installation of water and sewer lines for The Gardens Phase 8 Plat 2. The lines have been inspected and accepted by City Staff. Staff recommends approval for the release of the Letters of Credit for water and sewer of

The Gardens Phase 8 Plat 2, in the amounts of \$99, 781.00 for water and \$81,576.00.

A motion was made by Council Member Rob Harrison, seconded by Mayor James Mayberry, to approve the release of the financial guarantees. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

8. Staff Reports and Other Business - Kevin Dean, Local Planner

- *In House Plats (In Progress)*
 - o *Carletti Combination, a simple combination of two lots into one along E. First Street. This plat has been reviewed and approved, but has not been recorded at the time of agenda creation.*

- *In House Plats (Completed)*
 - o *Medley Property, a simple 2 lot subdivision along Ivey Road. Two lots were cut off from a property greater than 5 acres remaining. This plat was recorded with the Register of Deeds on 1-21-19 as Plat book 12 page 151. A copy is on file in the planning office.*

- *Regular Plats (In Progress)*
 - o *None*

- *Regular Plats (Completed)*
 - o *None*

- *Other*
 - o *None*

Monthly Planning Report: July 1, 2018 to Feb. 19, 2019

- *Planning Items reviewed: 22*
- *Number of Preliminary Lots: 112*
- *Number of Final Lots: 34*
- *Number of New Lots Created: 17*
- *Fees Collected: \$1,750*
- *Acres Subdivided: 39.137*
- *New Roads: 350 feet*
- *New Water Lines: 350 feet*
- *New Sewer Lines: 350 feet*

A motion was made by Kevin Poore, seconded by Mayor James Mayberry, accept the staff reports. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry

Adjournment

A motion was made by Mayor James Mayberry, seconded by Greg Tabor, that this Adjournment. The motion carried by the following vote:

Aye: 6 - Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Mayor Mayberry