

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Thursday, December 21, 2023

12:00 PM

City Hall

Planning Commission

Regular Meeting

Call to Order

The Crossville Regional Planning Commission met for its monthly meeting on December 21, 2023 at Crossville City Hall. Chairman Tabor was present and presiding. He called the meeting to order at 12 p.m.

Present 5 - Gordon Atchley, Greg Tabor, Landon Headrick, Kevin Poore, and Jerry Wood

Absent 2 - Mayor R.J. Crawford, and Mayor Pro-tem Rob Harrison

Others present were City Manager Greg Wood, City Planner Kevin Dean, Baylee Rhea, T.C. Miller, and Garland Pack.

Public Comment

No comments were received.

Agenda Items

1. Approval of minutes (11/16, 11/16 Special Call, 11/29 Special Call)

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

Aye: 5 - Atchley, Tabor, Headrick, Poore and Wood

Absent: 2 - Mayor Crawford and Mayor Pro-tem Harrison

2. Flynn Sign Lean-to - Site Plan

Flynn Sign is proposing a lean-to on the side of their property nearest to City Hall. Due to the site plan ordinance, it establishes the 10-foot side setbacks. They are requesting a 10-foot variance to the side setback on their property line that is closest to City property.

A motion was made by Jerry Wood, seconded by Kevin Poore, to approve the site plan and variance. The motion carried by the following vote:

Aye: 5 - Atchley, Tabor, Headrick, Poore and Wood

Absent: 2 - Mayor Crawford and Mayor Pro-tem Harrison

3. J & K Truck - Site Plan

The property owner is proposing a 24-foot x 24-foot metal building on a concrete slab. There will not be new utility connections or driveways needed. The proposed building is outside the required setbacks.

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

Aye: 5 - Atchley, Tabor, Headrick, Poore and Wood

Absent: 2 - Mayor Crawford and Mayor Pro-tem Harrison

4. Chans Body Shop Addition - Site Plan

The property owner is proposing an 80'x 80' addition to the existing building. The existing building is located almost on the property line. They are requesting a variance to the side setback of 10 feet to create a zero setback, which would be the same as the existing building. New utility connections and driveways are not required. They are proposing a stormwater structure to the rear of the new proposed building, but a stormwater permit has not been applied for or issued at this time.

A motion was made by Kevin Poore, seconded by Jerry Wood, to approve the site plan subject to storm water permits. The motion carried by the following vote:

Aye: 5 - Atchley, Tabor, Headrick, Poore and Wood

Absent: 2 - Mayor Crawford and Mayor Pro-tem Harrison

Mayor Pro-tem Rob Harrison entered the meeting at 12:04 p.m.

5. Walnut Grove (N. Hills Duplex Housing) - Site Plan

The developer is proposing a 12-unit duplex housing (6 duplexes) along North Hills Drive. There is an existing waterline that fronts the property and sewer is a short distance down the road. Public Works Utility Department has informed planning staff that they are able to extend a service line to the southernmost edge of the property and it would not require a mainline extension. A private sewer line will then be installed by the developer on their property. A water master meter is also proposed for water service to the individual duplexes. There is a fire hydrant within the required distance from each proposed structure. A stormwater structure is proposed on the property, but at the time of agenda creation, a permit has not been submitted or approved for the site.

A motion was made by Kevin Poore, seconded by Jerry Wood, to approve the site plan subject to storm water permit(s). The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

6. Findley Fourth Street Revision - Site Plan

The developer has submitted a revision to their approved site plan. During the construction of the homes, the location of the houses were moved and in doing so, it created space for an additional structure to be added. New additional utility connections and a driveway are not needed.

A motion was made by Kevin Poore, seconded by Landon Headrick, to approve the site plan. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

7. Emerald Leaf Phase II - Preliminary Plat

The developer is proposing a 27-lot subdivision along Spruce Loop. There is existing roads, water, and sewer to all proposed lots. The developer will be installing approximately 6 new fire hydrants. This development is outside the City of Crossville. Due to its location, the development will have to be annexed or a request to City Council for outside city sewer. The owner/developer has been informed and will inform staff of their intentions before the deadline for the January City Council meeting.

A motion was made by Kevin Poore, seconded by Mayor Pro-tem Rob Harrison, to approve the preliminary plat. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

8. Genesis Plaza Phase III - Preliminary Plat

The developer is proposing the extension of a loop road and 11 additional lots. The addition will include new water lines and sewer lines. The actual distance of new infrastructure is not available, as it is still in the design phase with their engineer. Those numbers will be provided before final plat is submitted.

A motion was made by Mayor Pro-tem Rob Harrison, seconded by Kevin Poore, to approve the preliminary plat subject to any minor changes. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

9. Cook Road Subdivision Phase I - Final Plat

The developer is proposing the final version of the preliminary plat that was approved last month. The outside city sewer request was approved by City Council. Before the final plat can be recorded, the capacity fee for each lot must be paid.

A motion was made by Kevin Poore, seconded by Jerry Wood, to approve the final plat subject to the payment of the capacity fee per lot. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

10. Pack / Godsey Subdivision - Final Plat

The owner is proposing a lot line adjustment for a tract that is already landlocked. A variance was granted by the Planning Commission for Plat Book 12 page 20 for the ingress/egress/utility easement. Due to the current subdivision regulations, there is a

requirement for soils testing even though an existing system and structures are located on the property. They are requesting a variance for soils.

A motion was made by Gordon Atchley, seconded by Jerry Wood, to approve the plat and variance. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

11. Habitat for Humanity Letter of Credit Extension - Maple Glenn Development

Habitat for Humanity is requesting a 12-month extension for their temporary cul-de-sac on Dewey Drive. They are in the process of completing the cul-de-sac, which will include a re-plat of a few of the lots. However, they will not have the new plat and cul-de-sac complete in time and are requesting an additional 12 months for their financial guarantee. They have provided a new agreement that includes the 10% increase.

A motion was made by Kevin Poore, seconded by Jerry Wood, to release the existing letter of credit and accept the new one. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

12. Water Line Extension 127N / N Main Access Rd - Main Utility Line Extension

The City of Crossville is proposing a two-inch water main extension along the Right-of-Way of US Highway 127 North and the North Main Street Access Road for approximately 405 feet. Several years ago, a two-inch water line serviced the properties along Highway 127 North from Old Jamestown Highway. The line was abandoned by the City and was replaced as a private service line for Tax Map 87 parcel 050.03. In lieu of replacing the private cross-country line with a public line, the best option would be to extend a two-inch line down the Right-of-Way of North Main Access Road and Highway 127 North to service both properties from the front.

A motion was made by Kevin Poore, seconded by Jerry Wood, to recommend approval of the water main extension to City Council. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

13. Adoption of Subdivision Regulations

A Public Hearing was held on December 14th, 2023 at 5 p.m. to present the revisions of the Crossville Regional Subdivision Regulations. With approval by the Crossville Regional Planning Commission, the Subdivision Regulations will go in to effect on January 1, 2024.

A motion was made by Gordon Atchley, seconded by Kevin Poore, to adopt the proposed subdivision regulations. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

14. Staff Reports and Other Business

- *In House Plats (In Progress)*
 - o *None*
- *In House Plats (Completed)*
 - o *Mike Patel subdivision, recorded as Plat Book 12 page 617*
 - o *Revision of Lot 7 Oakmont Estates, recorded as Plat Book 12 page 618*
 - o *Cumberland Worship Center, recorded as Plat Book 12 page 624*
 - o *Genesis Plaza Lot 1 Re-subdivision, recorded as Plat Book 12 page 625*
 - o *Owens Acres, recorded as Plat Book 12 page 627*
 - o *Garrison Acres, recorded as Plat Book 12 page 626*
 - o *Gardens Phase 8 plat 4A re-subdivision of 2 lots, recorded as Deed Book 1686 page 1897*
- *Regular Plats (In Progress)*
 - o *Thompson Lane Preliminary for Lou Morrison, will be on the January Planning Commission meeting*
- *Regular Plats (Completed)*
 - o *Breeding Lot 1 Adjustment, recorded as Plat Book 12 page 616*
- *Other*
 - o *.....*

Monthly Planning Report: July 1, 2023 to December 15, 2023

- *Planning Items reviewed: 55*
- *Number of Preliminary Lots: 65*
- *Number of Final Lots: 51*
- *Number of New Lots Created: 20*
- *Fees Collected: \$4,400.00*
- *Acres Subdivided: 59.743*
- *New Roads: 0 feet*
- *New Water Lines: 560 feet*
- *New Sewer Lines: 185 feet*

A motion was made by Kevin Poore, seconded by Jerry Wood, to accept Staff Reports as presented. The motion carried by the following vote:

Aye: 6 - Atchley, Tabor, Mayor Pro-tem Harrison, Headrick, Poore and Wood

Absent: 1 - Mayor Crawford

Adjournment

A motion was made by Jerry Wood at 12:33 p.m., seconded by Landon Headrick, to adjourn the meeting. The motion passed unanimously.