

# City of Crossville

392 North Main Street  
Crossville, Tennessee 38555



## Minutes

Thursday, April 18, 2024

12:00 PM

City Hall

**Planning Commission**

**Regular Meeting**

**Call to Order**

*The Crossville Regional Planning Commission met for its monthly meeting on Thursday, April 18, 2024 at Crossville City Hall. Chairman Greg Tabor was present and presiding. He called the meeting to order at 12:05 p.m.*

**Roll Call**

**Present** 7 - Gordon Atchley, Greg Tabor, Mayor R.J. Crawford, Mayor Pro-tem Rob Harrison, Landon Headrick, Kevin Poore, and Jerry Wood

*Others present were City Manager Valerie Hale, City Clerk Baylee Rhea, Kevin Dean, George Marlow, and Jacob Norris.*

**Public Comment**

*There were no comments made.*

**Agenda Items**

**1.** Approval of minutes (3/21)

**A motion was made by Mayor R.J. Crawford, seconded by Kevin Poore, to approve the minutes. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**2.** Ivey Land Subdivision Resubmittal - Final Plat

*The Crossville Regional Planning Commission approved the Ivey Land Subdivision plat at the May 2023 meeting. The property owner’s attorney asked the city to delay recording the plat, due to a land sale that was pending at the time. Since then, the land has been sold and the property owners are wishing to resubmit the plat with changes. The property that has been sold has been removed. Also, during the review of the re-submittal, staff found an error that was overlooked during the first approval. One of the proposed lots did not have water access. It was pointed out to the property owners and surveyor. A new plat was submitted removing the lot without water access and the lot adjacent to it. There is over 5 acres now listed as remainder and not part of the subdivision.*

*The new plat consists of 8 lots along Crossroads Drive with existing roads, water, and sewer.*

**A motion was made by Gordon Atchley, seconded by Kevin Poore, to rescind the previous plat that was approved at the May 2023 meeting. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

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

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**3. Release of Financial Guarantee - Broadleaf at Riveroakes**

*The developer provided a certified check as a means of financial guarantee for the installation of a 2-inch low pressure sewer line in the amount of \$4,065.60. The project has been completed and inspected by the City staff. It is recommended to release the financial guarantee in the form of a check to Take It Easy LLC.*

**A motion was made by Kevin Poore, seconded by Jerry Wood, to release the financial guarantee and issue a check to the developer in the amount of \$4,065.60. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**4. Mainline Sewer Extension - Canary Drive to Walnut Drive**

*The owner of property located at the corner of Canary Drive and Walnut Drive has requested a mainline sewer extension to their property. The mainline extension would be approximately 760 feet. Per the recommendation of the Engineering Department, this would be a 2-inch low pressure line. The property is located outside the City of Crossville. The owner is proposing the construction of a single-family residential house. Per the City's utility ordinance, the total cost of the mainline extension would be to the property owner. City staff has created an estimate for the mainline extension in the amount of \$14,881.60. If recommended by Planning Commission and approved by City Council, the property owner has agreed to pay the City the amount of the estimate and have city crews install the sewer line.*

*Mayor Crawford expressed concern for allowing someone outside of the City to have access to the sewer. He stated they need to make a recommendation to Council. Since the property is in the Hide-a-way Hills area, a failed subdivision, and within 760 feet of the City limits, he asked about annexation for the property. He stated he is concerned as the failed subdivision begins to grow more requests like this one will be made. Mayor Pro-tem Harrison agreed and stated the City only has so much capacity. Mr. Dean informed the Commissioners that Staff has been reviewing the ordinance and policy to create a new ordinance regarding mainline extensions.*

*If this property is annexed in, it would be a corridor annexation. Mr. Dean stated there are pros and cons to corridor annexation. He mentioned it could be a strain on emergency response and spreading thin services. Mayor Crawford stated that the City does mutual aid in areas outside of City limits, especially this area.*

*Mr. Dean explained that the area that is behind this property is apart of the failed subdivision as well and has already been subdivided. He gets multiple calls every year asking if the City has improved the area with utilities and roadways because property owners had the expectation at the time 30 years ago that the area would be improved. He stated this is also an issue that needs to be addressed.*

*Gordon Atchley asked if the owner would be paying the entire cost. Mr. Dean stated he would be. Mr. Atchley asked if a neighbor could then tap on to the extension by only paying a tap fee, and Mr. Dean told him that was correct. Mr. Dean stated that if the neighbor is outside of the City limits, they would be required to make a request.*

*Jerry Wood asked if we were in the middle of a capacity study and the timeline for it. City Manager Hale stated we are but the timeline is unclear. Mayor Crawford stated we are seeing such much growth that it is really taxing our current system. He went on to say if we get a hotel, it would drain our system and we need to address the issue of capacity now and not after the fact. Mr. Dean stated we have been charging \$1,000 capacity fee for outside City sewer and a new formula is being reworked currently. Mayor Crawford stated he thinks we will continue to see more of these requests.*

*Mayor Crawford asked if annexation could be requested by the property owner. Mr. Dean informed him that Planning Commission could table the discussion until a request for annexation is made or recommend approval to Council with the requirement of annexation.*

*Corridor annexations were discussed and explained. Mr. Dean explained why he is not fond of corridor annexations, but with improvements of technology, it does lessen the burden for emergency response. He referenced hostile annexations and why cities can no longer annex property without the owner requesting to be annexed.*

*Mayor Pro-tem Harrison stated he does not want to do a corridor annexation because of the confusion it can cause. Mayor Crawford responded that a decision needs to be made on how to treat properties in this area because it is so close to the City limits and he believes the next area that will see a lot of development. Mayor Pro-tem Harrison asked if we would require annexation to hook on to the sewer line. Mayor Crawford asked how the properties on Satsuma Drive were handled. He knows that some homes are still on septic because they were built prior to those properties being annexed. City Manager Hale stated those properties were part of an abutment act. Mr. Dean explained abutment for improvements made within City limits.*

*Mayor Pro-tem Harrison stated he would be okay with corridor annexation if those not within City limits had to be annexed to tap on to the sewer extension. Mayor Crawford agreed that the property owners should have to be annexed.*

*Mr. Dean stated he would reach out to the property owner and inform that a request for annexation would be needed if he wants to be on the City's sewer system. Mayor Pro-tem Harrison stated he would like to table it.*

**A motion was made by Mayor Pro-tem Rob Harrison, seconded by Kevin Poore, to table this item and suggest annexation to the property owner. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

## 5. Annexation and Plan of Services for Tax Map 099 014.01

*The property owner is requesting annexation of their property, which is listed as Tax Map 099 parcel 014.01. This property is bisected by Northside Drive and is located adjacent to The Gardens development. The property owner is proposing construction of a campground on the western side of Northside Drive. As part of the annexation, they are requesting that water and sewer be provided to the proposed campground site at no*

cost to them, except tap and other fees.

City engineering staff has developed a plan to extend water and sewer to the proposed campground. The proposed extensions include approximately 840 feet of 2-inch water line and 840 feet of 4-inch low pressure sewer.

Per the City of Crossville Water and Sewer Main Line Extension Ordinance (18-107), any utility extensions associated with annexation will be treated the same as extensions located inside the city. Under this classification, the property owner shall be responsible for only the "material cost" of the utility extension, with the City of Crossville providing labor and equipment. The cost estimate for "material costs" for the 2-inch water line extension is \$15,454.36. The cost estimate for "material costs" for the 4-inch low pressure sewer line extension is \$21,140.37. The total cost, if approved, would be \$36,594.73. This amount would need to be paid to the City upon approval of the annexation by City Council. If the property owner does not pay this amount within 12-months of approval, a new quote will need to be obtained.

City Planner Kevin Dean informed Commissioners that the property owner was requesting for the mainline extension be done at no cost to him. Mr. Marlow stated he would like the City to run the mainline extension to his property line and he would run it throughout his property. Mr. Marlow informed Commissioners that when he was on Planning Commission, Bill Potter requested sewer down Lantana Road and it was ran at no cost. The City considered it "future development" since new Lantana Road had been put in and they thought it would lead to development. Mr. Marlow referenced two other times areas within City limits were developed due to City water and sewer being accessible. He is only requesting the mainlines be brought to his property line and he would extend the lines on the rest of his property.

Chairman Tabor asked Mr. Dean what the Planning Commission's options were to recommend. Mr. Dean stated they needed to recommend to Council to either annex the property with 100% of the material costs being paid by the property owner or to recommend annexation with no cost to the property owner for the mainline extension.

Mayor Pro-tem Harrison stated that if we are in fact looking at this area to develop in the future, the line may need to be a 6 inch line rather than a 2 inch line. Mayor Crawford asked what line is in place across the road. Mr. Dean informed the Mayor it is a 6 inch line across the road. City Staff recommends a 2 inch line for this side of Northside Drive due to water becoming stagnant when the line is too large. The City has to flush the lines. Mr. Dean stated an 8 inch line could also be installed at the time of the 2 inch line and used in the future if a large development happens in that area.

Mayor Pro-tem Harrison asked if the intent is to facilitate growth on Northside Drive. He does not want favoritism shown by installing the line in this manner. Mayor Crawford agreed and stated with the previous conversation of running out of land that can be developed in the City limits, we need an area that has access to all utilities already provided.

**A motion was made by Kevin Poore, seconded by Landon Headrick, to recommend approval of annexation and the Plan of Services with no cost to the property owner of the extension to City Council. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**A motion was made by Kevin Poore, seconded by Landon Headrick, to approve the Plan of Services with the changes discussed. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore

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

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**6. Staff Reports & Other Business**

- *In House Plats (In Progress)*
  - o *Anna Pearl Cox Division, simple subdivision along Pomona Rd.*
  - o *Canelles Division, simple subdivision along Peavine Rd.*
- *In House Plats (Completed)*
  - o *The Gardens Replat of Lots 28 & 29 of Phase 8 Plat 3, has been recorded as Plat Book 12 page 648.*
  - o *Farm Bureau Tracts A & B, simple two lot division along Miller Ave., has been recorded as Plat Book 12 page 649*
- *Regular Plats (In Progress)*
  - o *None*
- *Regular Plats (Completed)*
  - o *Stoneview Phase II Unit I, has been recorded as Plat Book 12 page 647.*
- *Other*
  - o *None*

*Monthly Planning Report: July 1, 2023 to April 12, 2024*

- *Planning Items reviewed: 70*
- *Number of Preliminary Lots: 65*
- *Number of Final Lots: 88*
- *Number of New Lots Created: 47*
- *Fees Collected: \$5300.00*
- *Acres Subdivided: 99.126*
- *New Roads: 1675 feet*
- *New Water Lines: 2235 feet*
- *New Sewer Lines: 1860 feet*

**A motion was made by Kevin Poore, seconded by Mayor Pro-tem Rob Harrison, to accept staff reports. The motion carried by the following vote:**

**Aye:** 7 - Atchley, Tabor, Mayor Crawford, Mayor Pro-tem Harrison, Headrick, Poore and Wood

**Adjournment**

**A motion was made by Mayor R.J. Crawford, seconded by Kevin Poore, to**

adjourn the meeting at 12:49 p.m. The motion carried unanimously.