

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Thursday, November 16, 2017

12:00 PM

City Hall

Planning Commission

Regular Meeting

Rollcall

- Present** 5 - Kevin Poore, Gordon Atchley, Rob Harrison, Mayor James Mayberry, and Chairman Mike Moser
- Absent** 2 - Council Member Pamala Harris, and Greg Tabor

Others Present: Valerie Hale, Kevin Dean, and Malena Fisher.

Call to Order

Chairman Moser called the meeting to order at 12:02 p.m.

Agenda Items

1 Approval of minutes (10/19/2017)

Approve the 10/19/2017 minutes

A motion was made by Kevin Poore and seconded by Gordon Atchley to approve the 10/19/2017 meeting minutes. The motion carried by the following vote:

Aye: 5 - Poore, Atchley, Harrison, Mayor Mayberry and Chairman Moser

Absent: 2 - Council Member Harris and Tabor

2 Recommendation of right-of-way closure for McClanahan and Whitehead property connecting to Old Jamestown Highway

Two property owners, Roy J. and Nancy McClanahan and Charles W. Whitehead, that border an unimproved right-of-way off Old Jamestown Road, have requested that the ROW be closed and joined to their properties. The unimproved ROW was originally a portion of Crabtree Rd that extends north of the interstate. When I-40 was constructed it bisected the road, leaving the southern portion as an unimproved ROW. A new road was constructed along the interstate's ROW for connection to the remainder of Crabtree Rd.

Planning Commission acts in an advisory role in the matters of ROW closure, making a recommendation to City Council for action.

Staff has reviewed the request and recommends the closure of the unimproved right-of-way and have each portion attached to the respected adjacent properties.

A motion was made by Kevin Poore, seconded by Rob Harrison, to make a recommendation to the City Council to close the unimproved right-of-way. The motion carried by the following vote:

Aye: 5 - Poore, Atchley, Harrison, Mayor Mayberry and Chairman Moser

Absent: 2 - Council Member Harris and Tabor

3 Acceptance of Letter of Credit for Roads in The Gardens Phase 8 plat 1

The existing letter of credit in the amount of \$106,102.50 for roads in The Gardens Phase 8 plat 1 will expire on 12/18/17. The developer is submitting a new Letter of Credit in the amount of \$90,899 to replace the one currently on file. Normally a new letter of credit would require an increased amount to cover potential inflation in building materials and cost. Since the majority of the earthwork has been completed, and the original Letter of Credit included the earthwork, staff feels confident that the new amount will cover any remaining cost of earthwork as well as gravel, asphalt, and curbing.

Staff recommends the release of the existing Letter of Credit for roads to the Gardens and acceptance of the new Letter of Credit.

A motion was made by Kevin Poore, seconded by Rob Harrison, to release existing Letter of Credit and accept the new Letter of Credit in the amount of \$90,899. The motion carried by the following vote:

Aye: 5 - Poore, Atchley, Harrison, Mayor Mayberry and Chairman Moser

Absent: 2 - Council Member Harris and Tabor

4 Approval of Sewer Line Extension on Short Road

Property owner Anthony Findley has requested a sewer line extension along Short Road. The property Mr. Findley has purchased was recently annexed into the City of Crossville. The length of the extension is approximately 425 feet, to be installed on the western right-of-way of Short Road. Since the property is inside the City, the property owner is responsible for the material cost of the mainline utility extension. Per the City's Utility Extension Ordinance, the material cost that the property owner is responsible for is calculated on the minimum need for the owner. In this case, a 2-inch low pressure sewer line would meet the needs of the owner. Since the City is projecting the sewer line to eventually be extended the length of Short Road, a 4-inch line is preferable for the City. The cost difference between the 2-inch line and 4-inch line falls to the City. The material cost for Mr. Findley is \$1,269.88. The total cost of the project is \$13,761.65, which would mean the cost to the City is \$12,491.77. Mr. Findley would be required to pay the City of Crossville the \$1,269.88 before any work would be done.

In regard to mainline utility extensions, the Crossville Regional Planning Commission acts in an advisory role to the Crossville City Council.

Staff recommends approval of the utility extension.

This Resolution was approved as recommended

Aye: 5 - Poore, Atchley, Harrison, Mayor Mayberry and Chairman Moser

Absent: 2 - Council Member Harris and Tabor

5 Staff Reports - Kevin Dean, Local Planner & Other Business

- *In House Plats (In Progress)*
 - o *Bolin Property, a lot line adjustment between two lots between Roland St. and HWY 127N. The plat has been submitted and is under review.*

- *In House Plats (Completed)*
 - o *Replat of Forest Hills, has been recorded with the Register of Deeds office as Plat Book 12 page 46.*
 - o *DeMarcus Plat, has been recorded with the Register of Deeds off as Plat Book 12 page 44.*
 - o *Bilske Division, has been recorded with the Register of Deeds office as Plat Book 12 page 43.*

- *Regular Plats (In Progress)*
 - o *Brittany Street Division, a simple two lot subdivision with a variance request. Staff has been in discussion with the surveyor for the plat, but to date the developer/owner has not brought the plat in for official submission.*
 - o *Resubdivision of lots along Deerfield Street, discussion with the surveyor has been had in regard to the plan of the developer to adjust lot lines of 4 lots. One of the lot line adjustments will require the moving of an existing water meter. Since it is a live waterline, City staff must move the meter. This does require the developer to pay the City for the meter to be moved. Once the fee has been paid, the plat will be submitted to the Planning Commission for approval.*

- *Regular Plats (Completed)*
 - o *Crossroads Villages Phase II Unit IV as approved by the Planning Commission at the Oct 19th Regular meeting has been recorded at the Register of Deeds office as Plat Book 12 page 45.*

Copies of all recorded plats are on file in the Planning Office.

Monthly Planning Report: July 1, 2017 to November 8, 2017

- *Planning Items reviewed: 26*
- *Number of Preliminary Lots: 6*
- *Number of Final Lots: 54*
- *Number of New Lots Created: 35*
- *Fees Collected: \$1800.00*
- *Acres Subdivided: 59.445*
- *New Roads: 1221 feet*
- *New Water Lines: 635 feet*
- *New Sewer Lines: 1290 feet*

Adjournment

A motion was made by Rob Harrison, seconded by Kevin Poore, that the meeting be adjourned at 12:16 p.m. The motion carried by the following vote:

Aye: 5 - Poore, Atchley, Harrison, Mayor Mayberry and Chairman Moser

Absent: 2 - Council Member Harris and Tabor