

# City of Crossville

392 N. Main  
Crossville, TN 38555



## Minutes

Thursday, October 21, 2021

12:00 PM

City Hall

**Planning Commission**

**Regular Meeting**

**Call to Order**

*Chairman Mike Moser called the meeting to order at 12:04 p.m.*

- Present** 4 - Vice Chair Kevin Poore, Gordon Atchley, Greg Tabor, and Chairman Mike Moser
- Absent** 3 - Council Member Rob Harrison, Mayor James Mayberry, and Landon Headrick

*Others present: City Manager Greg Wood, Kevin Dean, Tim Wilson, Eric Brady and Malena Fisher*

**Agenda Items**

**1.** Approval of 9/16 minutes

**A motion was made by Gordon Atchley, seconded by Vice Chair Kevin Poore, to approve the minutes of the 9/16 meeting. The motion carried by the following vote:**

**Aye:** 4 - Vice Chair Poore, Atchley, Tabor and Chairman Moser

**Absent:** 3 - Council Member Harrison, Mayor Mayberry and Headrick

**2.** Release of Financial Guarantees The Gardens Phase 8 Plat 4a, Water & Sewer

*The developer has completed the installation of water and sewer for Phase 8 Plat 4a of The Gardens. The City of Crossville holds Letters of Credit for both. The LOC for water is in amount of \$107,950.00 and the amount of sewer is \$87,630.00. Both have been inspected and approved by City staff.*

**A motion was made by Vice Chair Kevin Poore, seconded by Greg Tabor, to release Letters of Credit for water and sewer for The Gardens Phase 8 Plat 4a. The motion carried by the following vote:**

**Aye:** 4 - Vice Chair Poore, Atchley, Tabor and Chairman Moser

**Absent:** 3 - Council Member Harrison, Mayor Mayberry and Headrick

**3.** 12 Month Extension for Financial Guarantee, The Grove Temporary Cul-de-sac

*The developer is requesting a twelve-month extension for the financial guarantee of the temporary cul-de-sac for The Grove. A new agreement including a 10% increase in funds has been submitted.*

**A motion was made by Vice Chair Kevin Poore, seconded by Greg Tabor, to release the existing financial agreement. The motion carried by the following**

**vote:**

**Aye:** 4 - Vice Chair Poore, Atchley, Tabor and Chairman Moser

**Absent:** 3 - Council Member Harrison, Mayor Mayberry and Headrick

**A motion was made by Vice Chair Kevin Poore, seconded by Gordon Atchley, to accept the new financial agreement. The motion carried by the following vote:**

**Aye:** 4 - Vice Chair Poore, Atchley, Tabor and Chairman Moser

**Absent:** 3 - Council Member Harrison, Mayor Mayberry and Headrick

*Councilmember Rob Harrison arrived at 12:07 p.m.*

**Present** 5 - Vice Chair Kevin Poore, Gordon Atchley, Council Member Rob Harrison, Greg Tabor, and Chairman Mike Moser

**Absent** 2 - Mayor James Mayberry, and Landon Headrick

**4.** 12 month extension of financial guarantee, Maple Glen Phase 2 Temporary Cul-de-sac

*The developer is requesting a twelve-month extension for the financial guarantee of the temporary cul-de-sac for Maple Glen Phase 2. The current letter of credit was issued by the bank and is tied to a CD that does not mature until the expiration of the agreement. The bank will not release the LOC until the CD matures. A new agreement including a 10% increase in funds in the form of a cashier's check has been submitted.*

**A motion was made by Vice Chair Kevin Poore, seconded by Greg Tabor, to release the existing financial guarantee. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Absent:** 1 - Mayor Mayberry

**Absent:** 1 - Mayor Mayberry

**A motion was made by Vice Chair Kevin Poore, seconded by Council Member Rob Harrison, to accept the new financial agreement. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Absent:** 1 - Mayor Mayberry

**5.** Haston Property 1, with Variance

*The property owners are proposing a subdivision of an existing house and 1.89 acres*

*from a larger than 5-acre tract. The property is located along Pigeon Ridge Road. This portion of Pigeon Ridge has only a 40-foot ROW. They are requesting a variance from the required dedication of 5 feet. Also, there is an existing house with a working septic system. They are requesting a variance from the required soils and state environmentalist's signature. Staff recommends approval of the plat and both variances. The surveyor has shown the approximate location of the existing field lines of the working septic system to show they are not being severed in the division. Due to the potential change in state legislation and the fact that the subdivision does not show cause for a potential increase in traffic along Pigeon Ridge Road, staff recommends the approval of the ROW dedication as well.*

**A motion was made by Greg Tabor, seconded by Vice Chair Kevin Poore, to approve the plat and both variances.. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Absent:** 1 - Mayor Mayberry

**6. Haston Property 2 with Variance**

*The property owners are proposing a subdivision of an existing house and 2.26 acres from an existing parcel with the remaining 1.28 acres to join the adjacent parcel, which is greater than 5 acres. The property is located along Pigeon Ridge Road. This portion of Pigeon Ridge has only a 40-foot ROW. They are requesting a variance from the required dedication of 5 feet. Also, there is an existing house with a working septic system. They are requesting a variance from the required soils and state environmentalist's signature. Staff recommends approval of the plat and both variances. The surveyor has shown the approximate location of the existing field lines of the working septic system to show they are not being severed in the division. Due to the potential change in state legislation and the fact that the subdivision does not show cause for a potential increase in traffic along Pigeon Ridge Road, staff recommends the approval of the ROW dedication as well.*

**A motion was made by Vice Chair Kevin Poore, seconded by Council Member Rob Harrison, to approve the plat and both variances. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Absent:** 1 - Mayor Mayberry

**7. Alleyway Closing for Bilbrey Funeral Home**

*The owners of Bilbrey's Funeral Home has requested that an abandoned unimproved alleyway that bisects their property be officially closed. A legal description and boundary plat is attached. The Planning Commission acts in an advisory role to the City Council in regard to any ROW closings. Staff recommends the unimproved alley ROW be closed and joined to the adjacent parcels.*

**A motion was made by Vice Chair Kevin Poore, seconded by Greg Tabor, to recommend to the City Council to close the unimproved alley right-of-way and join it to the adjacent parcels. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor, Chairman Moser and Headrick

**Absent:** 1 - Mayor Mayberry

**8. Staff Reports and Other Business**

*SUMMARY:*

- *In House Plats (In Progress)*
  - o *None*
  
- *In House Plats (Completed)*
  - o *Two plats have been submitted for pre-submission review, but have not been officially submitted.*
  
- *Regular Plats (In Progress)*
  - o *One Plat has been submitted for pre-submission review, but has not been officially submitted*
  
- *Regular Plats (Completed)*
  - o *Fox Fire, Grifrock Property, has been recorded as PL 12 page 357*
  - o *Stone View Phase I Unit II, has been recorded as PL 12 page 354*
  - o *Butch Smith Livingston Rd Division, has been recorded as DB 1622 page 1699.*
  
- *Other*
  - o *None*

*Monthly Planning Report: July 1, 2021 to Oct 18, 2021*

- *Planning Items reviewed: 13*
- *Number of Preliminary Lots: 11*
- *Number of Final Lots: 53*
- *Number of New Lots Created: 48*
- *Fees Collected: \$1,550.00*
- *Acres Subdivided: 41.895*
- *New Roads: 1,241 feet*
- *New Water Lines: 1,282 feet*
- *New Sewer Lines: 1,788 feet*

*City Manager Greg Wood raised the issue of small lot sizes and no sidewalks, with safety being the main issue, but also the effect on stormwater. City Planner Kevin Dean said that lot sizes would have to be addressed in the Subdivision Regulations, and those will be updated in 2022, beginning in January. Also, developing a site plan review committee and policy is a priority for the Planning Department.*

**A motion was made by Gordon Atchley, seconded by Vice-Chair Kevin Poore, to accept the Staff Reports as given. Motion carried by the following vote:**

**Aye:** 5 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor and Chairman Moser

**Absent:** 2 - Mayor Mayberry and Headrick

**Adjournment**

*The meeting was adjourned at 12:25 p.m.*

**A motion was made by Gordon Atchley, seconded by Greg Tabor, to adjourn.  
The motion carried by the following vote:**

**Aye:** 5 - Vice Chair Poore, Atchley, Council Member Harrison, Tabor and Chairman Moser

**Absent:** 2 - Mayor Mayberry and Headrick