

MINUTES  
TOWNSEND MUNICIPAL PLANNING COMMISSION  
AUGUST 9, 2012

Members Present

Becky Headrick, V. Chair  
Pat Jenkins, Mayor  
Jackie Suttles  
Steve Fillmore, Sec.  
Lisa Stewart

Members Absent

Joanne Funk, Chair  
Sandy Headrick

Others Present

Shelia Moss  
Judy Lancaster  
Ernest Lancaster  
Ronnie Suttles  
Ron Palewski  
Richard Maples  
Charles King  
Michael Waller  
Earl Brown  
Robbin Brown

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Vice-Chairman Headrick called the meeting to order at 6:00 P.M. on August 9, 2012 at the city hall. The July Minutes were then reviewed by the members. After review, a motion was made by Steve Fillmore and seconded by Lisa Stewart to approve the July 12, 2012 Planning Commission Minutes as written. The motion passed unanimously.

NEW BUSINESS:

THE RESERVE PLANNED UNIT DEVELOPMENT (PUD) REVISED PRELIMINARY PLAT

A revised preliminary plat was submitted for property (Tax Map 96, Parcel 93.00) off Bishops Cap Circle within an R-2 District. Initial discussions between staff and the representatives involved the desire of the representatives to subdivide this development as a conventional subdivision. However, following the drawing and submittal of the plat, it became clear that the majority of the lots would not be in compliance with the zoning requirements. At that point, the representatives had the option of requesting the plat be reviewed as a standard subdivision, in which case requests for multiple variances from the board of zoning appeals would be necessary or review the subdivision as a planned unit development, in which case a site plan is required in addition to a plat. Staff discussed this with the representatives present and clarified the requirements for planned unit developments that are not subdivided and those that involved a subdivision. The subdivision contains 48 total lots that range in size from 6,900 square feet to 14,953 square feet with proposed detached single-family dwellings on each lot. The minimum lot size for these types of dwellings in the R-2 District is 10,000 square feet, but the planning commission is afforded some discretion in reviewing the development as a Planned Unit Development, under Section 8-307(3e), if the development density is not increased beyond the district requirements. The original development proposed 66 total units, but the current proposal is planned for 57 units with 8 existing units. The density for the entire site results in an average lot size of approximately 14,616 square feet per lot. The water and sewer has been installed and is operational and the private streets have been constructed except for the topcoat. During discussion with the representatives, the review process would involve submittal of the preliminary plat of the overall development and subsequent submittal of final plats for specified lots in phases. Some revisions that were discussed have been made to the plat, but the bearings and dimensions of individual lots and utility and drainage easements will be addressed on the final plat. Staff recommended approval of the preliminary plat. A motion was made by Jackie Suttles and seconded by Steve Fillmore to grant approval for the preliminary plat. The motion passed unanimously.

REVIEW THE RESERVE PLANNED UNIT DEVELOPMENT (PUD) PRELIMINARY SITE PLAN

A preliminary site plan was submitted for property (Tax Map 96, Parcel 93.00) off Bishops Cap Circle within an R-2 District. The proposal calls for detached single-family dwellings on each lot with 10-foot separation between units. The units will be 5 feet from the side lots lines and 25 feet from edge of the private streets. An 8-inch waterline extends into the subdivision and then connects with a 6-inch waterline with fire hydrants installed and an on-site sand filtration system currently operational. Except for the topcoat, the private streets have been constructed. There are also detention ponds evident and drainage structures that have been installed. The site plan will be reviewed as a preliminary site plan. After further discussion, staff recommended granting approval for the preliminary site plan. A motion was made by Steve Fillmore and seconded by Lisa Stewart to grant approval for the preliminary site plan. The motion passed unanimously. Following approval, the representatives contended that they were not aware of a site plan being required last month. The members discussed the possibility of a special meeting later this month. Following discussion, the members decided to hold a special meeting at 6:30 P.M. on August 28, 2012.

REVIEW SIGN REQUEST FOR SMOKY MOUNTAIN RESTARAUNT

Applicants were present to request guidance from the planning commission on a request to replace an existing manual menu board with a new digital menu board. The proposed digital sign would be approximately 28 square feet in area and be directly below the primary sign. The current sign regulations contain a general prohibition on digital menu boards. After further discussion, the applicants will request review by the board of zoning appeals. No action taken at this time.

REVIEW DRAFT OF ZONING AMENDMENT: EXPIRATION OF SITE PLANS AND BUILDING PERMITS

Staff provided members with a draft of a proposed zoning amendment that would establish an expiration date for site plans and building permits. There has been interest in this issue from the city to review regulations establishing a time limit on both site plans and building permits. Staff had drafted the regulations to specify a set time period for re-submittal of site plans approved with corrections, site plans in general and building permits. The proposal requires re-submittal to the city within 30 days of a site plan approved with corrections and an expiration date of one year for site plans and building permits unless substantial progress is made on the development. Staff also included two certificates for site plans pertaining to certification of ownership and approval. After discussion on these proposals, the members will review the drafts further before taking action. No action taken at this time.

REPORTS FROM BOARD OF COMMISSIONERS

Mayor Jenkins reported that the zoning amendment for Wineries has passed on final reading on July 31, 2012.

OLD BUSINESS:

REVIEW DRAFT TRANSPORTATION POLICIES

Staff had provided working copies of transportation policies to the members for review. Staff solicited comments from the members. The members offered positive feedback on the policies, but would like to have more time to review the policies. No action taken at this time.

OTHER BUSINESS:

Discussion of Pedestrian/Bike Transportation: Members discussed some transportation issues related to the greenway. Staff mentioned that the Great Smoky Mountains Regional Greenway Council (GSMRGC) had recently met and prioritized projects that will be submitted to the state for funding in June of 2012. The first project that was selected as the highest priority was the Knoxville, Knox County-Alcoa-Maryville Greenway connection to the Townsend Greenway. Staff stated that he has been attending the greenway council meetings and that Sandy Headrick has agreed to also attend the meetings as a representative of Townsend.

Local Administrative Items: Zoning Interpretation of Established Yards: This item was presented due to some unusual circumstances where it is not clear which yards are established due to the orientation of the building on a lot. Staff requested this item be deferred until Building Inspector Any Morton was present at the meeting. No action taken at this time.

STATUS REPORTS:

Election of Chairman: The election of officers is due to be held in September, but due to previous resignations by members, the elections for Vice-Chairman and Secretary Positions were held since September. However, the term for Chairman is due to expire in September.

At 7:40 PM, with no further business the meeting was adjourned.

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Secretary

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Date