

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
SEPTEMBER 13, 2012

Members Present

Joanne Funk, Chair
Michael Talley, Mayor
Steve Fillmore, Sec.
Sandy Headrick
David Wietlisbach

Members Absent

Others Present

Shelia Moss
Andy Morton
Iva Butler
Ronnie Suttles
Ron Palewski
Don Headrick
Bon Mitchell
Janice Mitchell
Ricky Younger
Charles King
Bill Burkholz
Mary Ann Ashworth

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Funk called the meeting to order at 6:00 P.M. on September 13, 2012 at the city hall. The August Minutes were then reviewed by the members. After review, the August 9, 2012 Minutes were deferred. A motion was then made by Steve Fillmore and seconded by Sandy Headrick to approve the August 28, 2012 Planning Commission Minutes as written. The motion passed by majority vote with Mayor Talley and David Wietlisbach abstaining.

NEW BUSINESS:

MITCHELL PROPERTY SUBDIVISION (formerly Grant Cabins) FINAL PLAT

A final plat was submitted for property (Tax Map 97, Parcel 103.00) off Old Highway 73 and Old Bridge Road within an R-2 District. The proposed subdivision calls for subdividing a lot of record into 2 lots. The plat is depicting the same design as the Billie Grant Cabins Subdivision Final Plat that was approved on November 10, 2011. The representative stated that his attorney had advised him that the planning commission needed to approve this plat, but the plat has already been granted final approval. The representative stated the proposed subdivision will be a Planned Unit Development and consist of “zero lot lines”, but the plat is not depicting this proposal. The plat is depicting the same lot design as the final plat previously approved last year. The representative was also concerned that the subdivision was approved in the past under different ownership, but staff confirmed the property was currently in the ownership of Janice Mitchell. After discussion, the representative was advised to have his attorney call the staff representative to clarify the proposal. No action taken at this time.

TAUNTON PROPERTY SUBDIVISION FINAL PLAT

A final plat was submitted for property (Tax Map 96K, Group D, Parcel 7.00) off Smoky Drive within an R-1 District. The proposed subdivision calls for subdividing a lot of record into 3 lots with road frontage afforded from Smoky Drive (Lot 3) and Clabough Drive (Lots 1 & 2). Confirmation that Clabough Drive is a city street also was requested. A listing of public streets within the corporate limits was referenced and Clabough Drive was included on this list. Currently, there is an existing paved driveway that is located within the right-of-way that extends to the existing house on Lot 1. Primary access for Lots 1 and 2 will be exclusively off Clabough Drive. There also is an unimproved right-of-way that extends on the west lot line of Lot 1 to the highway. Staff has reviewed the plat prior to the meeting, but not at the full size and scale. There were some revisions and issues that needed to be addressed. These included listing the R-1 District setbacks, re-scaling the building envelopes, listing the R-1 District, noting corner lot setbacks for Lot 3, revising the water certification to reference Townsend, signing the surveyor's stamp, correcting the listed scale and confirming at least health department approval for the subdivision. A letter from the health department was provided for review stating approval for the subdivision. A revised plat was provided for review and staff reviewed the plat with the members. After review, a motion was made by Michael Talley and seconded by Steve Fillmore to grant approval for the plat contingent upon the surveyor's stamp signed, corrected scale and obtaining all signatures. The motion passed unanimously.

MOUNTAINTOP PARTNERS, LP SUBDIVISION FINAL PLAT

A final plat was submitted for property (Tax Map 96, Parcel 127.00) off U.S. Highway 321 within a B-1 District. The proposed subdivision calls for subdividing a lot of record into 2 lots. There was some discussion regarding the length of the existing access street, which should extend to the proposed lot line in order to provide access to both lots. There is an area in the front of the lots that is located within a designated floodplain area. Staff has reviewed the plat prior to the meeting, but not at the full size and scale. Some items on the plat need to be addressed. These included clarification of the primary access for Lot 1, signature on surveyor's stamp and health department approval for septic system installation. Following discussion, a motion was made by Steve Fillmore and seconded by David Wietlisbach to grant approval for the plat contingent upon the surveyor's stamp signed and obtaining all signatures. The motion passed unanimously.

REPORTS FROM BOARD OF COMISSIONERS

Mayor Talley reported that there are currently two vacancies on the planning commission that should be filled by the next regular monthly meeting.

Mayor Talley also informed members that TDOT has completed a Speed Limit Study for Townsend and had made a recommendation in the report on reducing the speed limit within two sections along U.S. 321.

OLD BUSINESS:

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

Staff had provided members with a draft of a proposed zoning amendment establishing an expiration date for site plans and building permits. The proposal has been reviewed, but no action taken. Staff provided members with a revised draft proposal for review. During discussion, some revisions were agreed upon by the members. These included an 18-month period a site plan would be valid, an option to extend the site plan for an additional 12 months following a submittal in writing, a review after the 12-month extension and expiration of a building permit after 180 days. This proposal will be reviewed further by the members. No action taken at this time.

OTHER BUSINESS:

Local Administrative Items: Zoning Interpretation of Established Yards: Staff discussed the establishment of yards with the members. There needs to be some consensus with the planning commission on the manner in which staff establishes the yard under the zoning requirements in order to minimize conflicts.

STATUS REPORTS:

None.

At 8:40 PM, with no further business the meeting was adjourned.

Secretary

Date