

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
FEBRUARY 11, 2016

Members Present

Sandy Headrick, Chair.
Michael Talley, Mayor
Rob Webb, V. Chair.
Steve Fillmore, Sec.
Becky Headrick

Members Absent

Alicia McClary

Others Present

Eric Stein
Josh Whitehead
Susan Burns
John Burns
Holly Burns

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Headrick called the meeting to order at 6:00 P.M. on February 11, 2016 at the city hall. The minutes from the last regular monthly meeting in January were reviewed by the members. After review, a motion was made by Rob Webb and seconded by Mayor Talley to approve the January 14, 2016 Planning Commission Minutes as written. The motion passed unanimously.

REPORTS FROM BOARD OF COMMISSIONERS

Mayor Talley introduced Eric Stein as a potential new member of the planning commission. Mr. Stein is present to observe the meeting. Both the landscaping and stormwater ordinances were recently passed on first reading at the last board of commissioners meeting. Lastly, the board of commissioners have pledged \$5,000 to support the completion of a Feasibility & Vision Plan that identifies funding sources and establishes a strategic plan for the Maryville-to-Townsend Greenway. The total amount of the grant is \$70,000 with a 50% match from various entities in the county. Currently, the total amount committed by local entities meets the matching funds for the grant.

NEW BUSINESS:

PUBLIC HEARING

Chairman Headrick recessed the planning commission and called a public hearing to order to solicit public comments related to the amended commercial policies of the Townsend Land Use & Transportation Policy Plan, 2010-2020. There were no comments from the general public and the public hearing was closed and the planning commission re-convened. A motion was then made by Sandy Headrick and seconded by Rob Webb to adopt the amended Townsend Land Use & Transportation Policy Plan, 2010-2020. The motion passed unanimously.

REVIEW BURNS PROPERTY SUBDIVISION FINAL PLAT

A final plat was submitted for review for a proposed subdivision off Old Tuckaleechee Road (Tax Map 96, Parcel 114.04) within an R-1 District. The property will be accessed off an existing common drive easement that currently serves 3 lots. The lot of record proposed to be further subdivided is located in the middle of these three lots and contains 3.88 acres. The proposal is to subdivide an additional 1.72-acre lot off this lot of record. This would result in 4 total lots being served by the common driveway easement. The planning commission amended the subdivision regulations in September of 2004 to establish provisions for common driveway easements to serve up to 4 lots. Although the easement is existing, the property owners were not aware of a maintenance agreement that was established. The representatives provided a plat that was drawn up in 2012 depicting the last subdivision that was platted. The final plat contains all signatures including the health department. However, the plat that is currently being drawn up has not yet been approved by the health department and will be reviewed as a new plat depicting the proposed subdivision. The health department will need to approve the plat that is being considered for approval and not the plat provided to the planning commission at the meeting. Staff had been forwarded a digital copy of the new plat. Staff had also spoken with the surveyor and it was confirmed the health department had not approved the proposed subdivision. After further discussion, a motion was made by Mayor Talley and seconded by Becky Headrick to approve the final plat contingent upon all signatures, complying with all subdivision regulation requirements, and a maintenance agreement for the access easement being submitted and recorded with the plat. The motion passed unanimously.

DISCUSS STREET DESIGN OPTIONS

Staff provided two reference maps of the potential locations of crosswalks the commission had identified at the last meeting. These maps provided an aerial view with potential crosswalk locations highlighted on the maps. Staff informed members that a traffic engineer from the Tennessee Department of Transportation had been contacted regarding potential crosswalks. Once the planning commission decides on the potential crosswalk locations, a meeting can be set up with the state to review the locations. At some point, the state will need to approve any crosswalks across U.S. 321 before any type of improvement can move forward. The state also establishes speed limits on controlled-access state highways, but there is a process where the local government can petition the state to change an established speed limit. The petition would need to be justified by an engineering study, accident reports, or traffic study. There was some general discussion regarding the desire for crosswalks and associated safety concerns. Following this discussion, the consensus of the planning commission was to move forward and meet with the state to explore options that may be available. Staff will contact TDOT and see if a meeting can be set up. No action taken at this time.

OLD BUSINESS:

Discussion Townsend Strategic Vision Plan

Staff discussed the proposed Strategic Vision Plan with the members. The plan was first discussed in 2013, but not much progress has been made. Consequently, staff wanted to confirm there was a desire for such a plan. The consensus of the planning commission was to move forward with the plan. Staff had drafted a survey to afford some feedback from the city leadership representatives and the general public. The draft survey has been provided to members for review and feedback. The survey should be considered a starting point to provide direction, but the local leadership should have the majority of input on the survey. Staff will continue to coordinate with the drafting of the survey. The overall purpose of this plan is to gather input from the community regarding the physical development of the city and activities and events that would be encouraged to take place. The survey will be forwarded to members for review. Incidentally, there was also a master's thesis that was completed around ten years ago associated with gateway community strategies for Townsend. There is some interesting feedback that is contained in the thesis based on local interviews the members may be interested in reviewing. This will also be forwarded to the members.

OTHER BUSINESS:

Discussion Pedestrian/Bike Transportation

Staff informed members the next meeting of the Great Smoky Mountains Regional Greenway Council (GSMRGC) is on March 10, 2016 with the location to be announced closer to the meeting date.

Local Administrative Items:

Staff informed members that the annual election of officers will be held at the next regular meeting.

Status Reports:

Staff provided members with flyer for TDOT training that has been planned for next month. The training sessions will be at Farragut and Jefferson City and attendees will be credited with two hours of continuing education. The training will be provided by TDOT members so this may be an opportunity to be credited with training hours and clarify any relevant transportation issues.

At 7:15 PM, with no further business the meeting was adjourned.

Secretary

Date