

**ALCOA MUNICIPAL/REGIONAL
PLANNING COMMISSION MINUTES
February 17, 2022
5:30 P.M.**

The Alcoa Municipal/Regional Planning Commission met in regular session on February 17, 2022, at the Alcoa Municipal Building Council Chambers. Commissioners present were Chairman Clarence Williams, Mark Johnson, John (Rocky) Rochelle and Kathy Thompson. Jeremy Pearson, Megan Brooks and Ashley Miller were present as city staff.

APPROVAL OF MINUTES:

The minutes of the January 20, 2022, meeting were declared approved, as submitted, and requested to be filed.

CITIZEN COMMENTS:

None.

REQUESTS FOR PRELIMINARY/FINAL APPROVAL:

Consideration of a request by Mark Tucker (Robert G. Campbell and Associates) to combine two (2) lots into one (1) lot, Topside Oz, LLC Property, located on Topside Road and McBath Road (Tax ID 017 031.02 and 031.03) (Project PLT-21-008).

Staff recommended preliminary and final plat approval, subject to the following:

- 1) A revised plat denoting—
 - a. Addition of a 15-foot utility easement along the entire frontage of Topside Road to accommodate the future utility extensions;
 - b. Addition of Tract 1R to serve as the lot number;
 - c. Identification of "Lot 1" by dashed circles to represent "former"
 - d. Addition of "To Be Removed" to "Old Lot Lines Typical" for "Old Lot Lines To Be Removed Typical";
 - e. Addition of the property owner's information;
 - f. Addition of plat notes as follows:
 1. Purpose of the plat;
 2. "The zoning classification of Tract 1R is General Business District "E", please contact City of Alcoa Planning for setback and other zoning information.";
 3. "Right-of-way dedication is hereby provided along McBath Road and East Old Topside Road for compliance with a minimum right-of-way centerline measurement of 30 feet, per the City of Alcoa Subdivision Regulations, as these roadways are classified as a Major Collectors on the City of Alcoa Major Thoroughfare Map."
 4. Easements following former lot lines, if any, are hereby released upon the recording of this plat.";
 5. "An overall five percent (5%) open space dedication of 0.45 acres (or 19,668 square feet) is to be satisfied/maintained as a part of this plat (at such time subsequent development activity occurs), in accordance with the City of Alcoa subdivision regulations.";
 6. The construction of sidewalks to city specifications shall be installed along road frontages, or an appropriate equivalent, at such time of development of each lot;
 7. Trees previously cleared from said properties shall be replaced at such time development activity occurs, Tree Removal summary on file at Alcoa Planning Department."
- 2) Approval by engineering (Note that this plat is still under review for utilities);

- 3) Approval of utilities;
- 4) Execution of the necessary signatures and recording of plat; and,
- 5) Meeting all other city requirements.

Commissioner Rochelle made a motion to approve the preliminary and final plat, subject to staff's stipulations as presented. Commissioner Thompson seconded the motion, and it passed unanimously.

Consideration of a request by Randy White (C2RL Engineers) to replat seven (7) lots into one (1) lot, to include absorbing a "to be abandoned" area of an existing 15-foot alley, located at the corner of Sanderson Street and S. Rankin Road (Tax ID 046M F 011.00-017.00) (Project DEV-22-006).

Staff recommended preliminary and final plat approval, subject to the following:

- 1) A revised preliminary/final plat denoting—
 - a. Addition of property owners information;
 - b. Addition of plat notes stating:
 1. "The construction of sidewalks to city specifications shall be maintained and/or installed along Sanderson Street and S. Rankin Road frontages, or include an appropriate equivalent, at such time, at such time of development of Lot 130R;
 2. "An open space dedication of XXXX acres (or XXXX square feet) is hereby being maintained on Lot XXX to satisfy the five percent (5%) minimum required (Note said open space shall be reflected on the plat)";
 3. "The 15-foot alley/right-of-way (as shown) was vacated, abandoned and closed by Ordinance on April 12, 2022, City of Alcoa Ordinance # _____.";
 4. "Utility, construction and drainage easements shall be 10 feet on the inside of all exterior lot lines perimeter to this subdivision and along street rights-of-way, and five feet on each side of all interior lot lines. There shall be easements per utility provider's specifications for all as-built utilities, unless otherwise noted";
- 2) Favorable action for the abandonment/closure of the 15-foot alley by Alcoa Board of Commissioners, with conditions of ordinance adopted to be satisfied;
- 3) Approval of engineering;
- 4) Approval of utilities;
- 5) Execution of the necessary signatures and recording of plat and,
- 6) Meeting all other city requirements.

Commissioner Johnson made a motion to approve the preliminary and final plat, subject to staff's stipulations as presented. Commissioner Thompson seconded the motion, and it passed unanimously.

Consideration of a request by Michael Ogle (Appalachian Surveys) to replat the interior property line between two (2) lots, Blount County Fire Protection District Property, 2565 and 2549 E. Broadway Avenue (Urban Growth Boundary/Tax ID 037J G 040.00 and 041.00) (Project # PLT-22- 010).

Staff recommended two separate actions, as follows:

Action 1 (Hardship Variances)—

Staff advised that variances (as requested) would be reasonable and favorable, as the Blount County Fire Protection District could show that strict adherence to the regulations would cause unnecessary hardship. If forced to leave the property lines as is, or combine into one lot, staff further advised the improvement would likely become unmarketable causing undue hardship to the taxpayers by leaving the entire property off the tax roles. Taxpayers would not get the benefit of property taxes by the private owners, staff added. and would undertake the cost of maintaining a public building and property that would not be in use or not put to its otherwise best use. Two (2) variances from the City of Alcoa Subdivision Regulations were identified for (i) a reduction of the commercial lot size to be under the minimum one (1) acre requirement for a commercial lot along this corridor and (ii) the reduction of the five (5) feet minimum width utility, drainage and construction easement that is to adjoin an interior lot line.

Commissioner Johnson made a motion to grant two (2) variances (as requested) from the City of Alcoa Subdivision Regulations for (i) a reduction of the commercial lot size to be under the minimum one (1) acre requirement for a commercial lot along this corridor and (ii) the reduction of the five (5) feet minimum width utility, drainage and construction easement that is to adjoin an interior lot line. Commissioner Rochelle seconded the motion, and it passed unanimously.

Action 2 (Preliminary/Final Plat Approval)—

Staff recommended preliminary and final plat approval, subject to the following stipulations:

- 1) A revised plat denoting—
 - a. Revision to Lot 1R for the circle to be dashed to indicate a former lot number;
 - b. Revision to set the plat to the scale denoted, as it appears to have been reduced;
 - c. Addition of centerline measurement along the frontage of Lot 43R;
 - d. Revision to the area to be transferred information, as it appears the lot numbers have been transposed;
 - e. Revision to callout “See Note 12,” to be “See Note 13”;
 - f. Addition of closest measurements between the two buildings (Note the minimum easement to be five (5) feet in width on each side of the interior lot line for utilities, drainage and construction appears to not be met nor achievable);
 - g. Addition of lot acreages at lot number references;
 - h. Revision to plat notes as follows:
 1. Rewording of Plat Note #10 to reflect the current request;
 2. Rewording of Plat Note #12 to state “be” 40’;
 3. Rewording of Plat Note #13 to read:
“There are non-conforming structures located on Lot 1R1 and 43R, and at such time the non-conforming structures are either removed, destroyed or replaced all required setbacks shall be met in conformance with City of Alcoa and/or Blount County requirements/the local jurisdictional authority” (Note that See Plat Note 13 shall be labeled on the structures);
- 2) Securing setback variances on both lots for the side yard setback encroachments along the proposed property line by the Blount County Board of Zoning Appeals, should a request for consideration of such also be determined necessary upon city and county attorney reviews;
- 3) Approval by engineering (Note that this plat is still under review for utilities);

- 4) Approval of utilities;
- 5) Approval of streets by Blount County Highway Superintendent;
- 6) Execution of the necessary signatures and recording of plat; and,
- 7) Meeting all other city requirements, to include payment of the remaining review fee balance of \$250.00).

Commissioner Johnson made a motion to approve the preliminary and final plat, subject to staff's stipulations as presented. Commissioner Thompson seconded the motion, and it passed unanimously.

REQUESTS FOR PRELIMINARY APPROVAL:

None.

REQUESTS FOR FINAL APPROVAL:

None.

MISCELLANEOUS REQUESTS OF REQUIRED ACTIONS:

Consideration of a request to abandon a 15-foot alley, located off Sanderson Street, as a public right-of-way.

Staff advised that the request was in conjunction with one (1) other item on the agenda, which was under Request for Preliminary/Final Plat Approval (Item #2). Staff advised that conditions of the closure were outlined as follows:

- 1) That the entirety of the 15-foot alley, being public right-of-way, as described by a legal description (Exhibit A), and further identified by a map depiction (Exhibits B and C), each of which are attached hereto, and being a right-of-way bound between Sanderson Street and a 12-foot alley, be vacated, abandoned and closed;
- 2) That it be confirmed whether or not utilities exist within the right-of-way to be vacated, abandoned and closed, and that utility easements, as specified by the public utility provider, be maintained along the abandoned right-of-way or that said utilities be relocated;
- 3) That the proper Quit-Claim Deed(s) be prepared and recorded transferring ownership to the adjacent landholder, with the expense of such preparation and recording to be borne by the same;
- 4) That a subdivision plat, combining the vacated, abandoned and closed right-of-way with the adjacent landholding(s) be prepared, approved and recorded, denoting any applicable utility easements, again with such costs to be borne by the applicant;
- 5) That all other city requirements be met.

Staff recommended adoption of PC Resolution 2022-11, recommending the 15-foot right-of-way abandonment to the Alcoa Board of Commissioners. Commissioner Rochelle made a motion to adopted PC Resolution 2022-11, with Commissioner Johnson seconding. The motion passed unanimously.

CONCEPT PLAN APPROVAL:

Consideration of a request by Benjamin Mullins for concept plan approval for a mixed-use building (retail and self-storage), in conjunction with an approval for a use

on review, located off Middlesettlements Road (Tax ID 046 022.00) (Project # DEV-22-007).

Staff advised the requested use, which was a “use on review” consideration for a predominate self-storage use, in conjunction also with a concept plan consideration, was plausible due to the retail storefronts placed (as shown) to serve as a transitional or buffer use on the site and within the building as it:

- A) Conceptually, if revised as recommended, was considered to be in conformance with adopted regulations and policies of the city, and in keeping with the original concept layout for commercial use approved on October 18, 2018, subject to stipulations, with said to also be subject to development requirements for consideration at time of detailed site plan reviews and approvals by the planning commission and staff; and,
- B) Reflected a high quality design form felt to be designed in harmony for consistency with both the commercial retail storefront use proposed and the overall commercial uses in existence and planned for the area, as well as the multi-family residential uses (i.e., quasi-commercial uses) established and under construction.

Additionally, in conjunction with the use determination as reasoned under A and B above, the mixed-use concept plan was recommended by staff for approval, subject to the following:

- 1) A revised concept plan denoting—
 - a. Concept drawing sheet set to scale, with scale identified;
 - b. Addition of location map;
 - c. Reference of “to be” constructed extension of driveway improvements within area identified as “Non-Exclusive Permanent Cross Access Easement”, per Bl. Co. Map File 4061A of recorded plat and Notes 13 and 21, with said to be extended from its current termination point at N 54°18’53” W (302.15’) boundary line shared between Lots 1 and 2 to Hunter’s Crossing Drive;
 - d. Reference of Lot 5’s portion of “to be” constructed trail section as identified within Open Space Conservation Buffer Easement, per Bl. Co. Map File 4061A of recorded plat and Notes 17 and 18,
 - e. Reference of Open Space Conservation Buffer Easement, per Bl. Co. Map File 4061A of recorded plat;
 - f. Reference of ADA accessible public sidewalk “to be” constructed along Lot 5’s Middlesettlements Road frontage, a minimum of 5 feet in width and designed to city specifications;
 - g. Addition of drive aisle “typical” measurements of 25’ minimum for drives adjoining parking stalls, with one-way drive aisle width measurement to also be shown;
 - h. Addition of parking stall “typical” measurement of 9.5’ x 18’, with ADA “Van Accessible” typical measurements also shown (minimum 8’ x 18’ space, with 8’ adjoining hatched lane);
 - i. Addition of cross-walk between ADA accessible parking hatching and pedestrian sidewalk connection to Middlesettlements Road sidewalk “to be” constructed;
 - j. Identification of dumpster pad location and a “to be” screened reference;
 - k. Removal of “3 per 1000 SF” parking reference for retail for its replacement with “1 per 250 SF of GFA” of retail for a total of 24 required instead of 18 (Note that ratio provided is not conforming to the City of Alcoa parking provision for retail);

Commissioner Johnson made a motion to approve the concept, subject to staff's stipulations (as presented), in conjunction with the approval for a predominate self-storage use—a use being supported due to retail storefronts placed (as shown) to serve as a transitional or buffer use on the site and within the building—with said use determination reasoned under A and B above (as also presented by staff). Chairman Williams seconded the motion, and it passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Consideration of a request by Ron Whittaker (C2RL Engineers, Inc.) for site plan approval for a parking lot, MKAA, located off Tyson Blvd and Airfield Drive (P/o Tax ID 036 006.00) (Project # DEV-22-008).

Staff recommended site plan approval, subject to the following:

- 1) A revised site plan denoting—
 - a. Final version of approved drawing set to be stamped and signed by engineer and “FOR REVIEW ONLY” identification replaced with “FINAL” or similar notation;
 - b. Addition of location map;
 - c. Removal of interior hatched termination islands provided following 15 parking spaces, with all hatched islands shown at row terminations to remain (Note that parking code provisions are interpreted to not apply here to their fullest, as this proposal represents parking storage in excess of and unrelated to other aviation and office related uses/This parking is to be used for vehicle storage of flight passenger vehicles/It is likened to a parking garage, but in this case is a surface lot);
 - d. Removal of four (4) hatched termination islands at intersection with main driving aisle providing access to and from Tyson Boulevard for its replacement with landscaped/open space termination islands (Note that said offers a barrier or buffer to disallow free flow movements from end stalls into this main aisle);
 - e. Any changes to #3 of “GENERAL NOTES” should parking count total need to be revised due to deletion of interior hatched islands.
 - f. Addition of 25 feet pavement width measurement at main drive entrance area from Tyson Boulevard;
 - g. Addition of signage stating “Do Not Enter One-Way Restricted Area”, or similar, to both ends of one-way drive;
 - h. Addition of amount of disturbed area to “GENERAL NOTES”;
 - i. Labeling to reference “to be” installed shrubbery buffering or hedging areas along Tyson Boulevard and Airfield Drive frontages, in keeping with plantings installed for temporary lots opposite Airfield Drive, to offer certain minimal screening of parking storage from public view (Note that plantings to be approved as part of a landscaping plan submittal for review and approval by Alcoa Tree Board, which is anticipated to also include off-site tree plantings for re-establishment of buffer plan along E Hunt Road removed due to roadway construction);
- 2) Approval of engineering;
- 3) Approval of stormwater management;

- 4) Approval of utilities, with all utilities to be underground (Note that all signage and other site fixtures or accent lighting, including pole lighting applications, shall be designed and installed to project light downward);
- 5) Approval of landscaping plan by Alcoa Tree Board; and,
- 6) Meeting all other city requirements.

Commissioner Rochelle made a motion to approve the site plan, subject to staff's stipulations as presented. Commissioner Thompson seconded the motion, and it passed unanimously.

Consideration of a request by Lori Ginther (Taco Bell of America, LLC) for site plan approval for a restaurant building, Taco Bell, Springbrook Farm Development, located off Franck Street (P/o Tax ID 036K A 012.00) (Project DEV-22-009).

Staff recommended site plan approval, including approval of the exterior building design, subject to the following:

- 1) Submittal of a revised site plan set denoting—
 - a. Final version of approved drawing set to be stamped and signed by engineer and "Preliminary" identification replaced with "FINAL";
 - b. Expansion of perimeter landscaping and open space buffer that adjoins sites proposed northern boundary line to be 10 feet (Note that 8 feet in width is shown);
 - c. Removal of "35 Building Setback" line from Franck Street frontage, as said setback is established per an approved development plan;
 - d. Addition of detail sheets for identification of dumpster pad and screening, bike rack for two (2) parks and ADA accessible parking signage (Note ADA signage to include "Van Accessible" identification and "\$200.00 Fine");
 - e. Addition of turning template sheet to plan set, with template to identify movements for both fire and dumpster access within the parking area (Note that fire truck template to be used and provided by Fire Marshal/Note that template is to also identify turning movements as stipulated under 1k below for sufficient radii and access to rear of mixed use buildings);
 - f. Measurement verifications that pavement widths of drive thru provide for turning radii for service for loading and unloading, or in this case restaurant drive thru pickups, that are adequate for a truck of a minimum of thirty (30) feet in length to navigate;
 - g. Addition of approved concept plan sheet for identification of overall development proposed for this greater subdivision/block;
 - h. Addition of cross access easements within shared driving aisles between Lots 2R2-3, 2R2-4 and 2R2-5, in conformance with plat "to be" recorded (Note that said may be referenced by separate sheet or include notations of the same);
 - i. Addition of "master" utility sheet(s) for identification of utilities to this lot, with said utilities to be constructed as part of the separate Franck Street expansion project (Note that in lieu of including sheet(s), said may be denoted by referencing this separate plan set via City of Alcoa Project # DEV-21-031);
 - j. Addition of City of Alcoa project number to title sheet (Project DEV-22-009);
 - k. Addition of "All signage to be submitted, reviewed and approved for permitting separately by City of Alcoa Planning" to "PLAN KEYNOTES" (#14);
 - l. Revision to "BUILDING SETBACKS" table as follows:

1. Addition of “*PER AN APPROVED DEVELOPMENT PLAN” to heading for “BUILDING SETBACKS”;
 2. Removal of “0” from both “SIDE: ACCESS DRIVE” and “SIDE: ADJACENT PROPERTY” for replacement with “*”;
 - m. Revision to “PARKING SETBACKS” table as follows:
 1. Removal of “0” from “FRONT: FRANCK STREET EXT., “REAR: NORTH HALL ROAD” and SIDE: ADJACENT PROPERTY” for replacement of each with “10”;
 2. Removal of “0” from “SIDE: ACCESS DRIVE” for replacement with “*”;
 - n. Revision to “PARKING SPACES” by addition of bike park count requirement and provided number of spaces;
 - o. Revision to “LANDSCAPE SETBACKS” table as follows:
 1. Removal of “0” from “FRONT: FRANCK STREET EXT., “REAR: NORTH HALL ROAD” and SIDE: ADJACENT PROPERTY” for replacement with “10”
 2. Removal of “0” from “SIDE: ACCESS DRIVE” for replacement with “*”;
 - p. Revision to “LAND USE DATA” table as follows:
 1. Expansion of table to include “% OF LOT AREA” and “AREA PROVIDED” for lot in addition to “% OF SITE AREA” AND “AREA PROVIDED” for site;
- 2) Revised exterior building elevations that have:
 - a. Incorporated pilasters (or a similar) onto to north facing side of building (Northwest Elevation), as said exceeds the 30 to 60 liner feet range without having a minimum projection or recess 12 to 36 inches;
 - b. Notations on elevation sheets stating that “a minimum five percent (5%) window area is being maintained on all building elevations” (Note that percent glass needs to be denoted on each elevation for compliance with window area minimum);
 - c. Modified parapet walls, if/where necessary, to adequately screen all roof mounted equipment from public view from public roadways (Note roof mounted equipment needs to be shadowed onto all elevation drawings);
 - d. Notations stating that “signage is to be submitted, reviewed and approved for permitting by planning”;
 - e. denoted (Note that both side elevations are labeled East);
 - 3) Final engineering approval of plan set for construction for extension of Frank Street, to include its completion, with said to include approval and completion of utilities to serve lots “to be” created; (Note site plan was approved by Alcoa Municipal/Regional Planning Commission on October 21, 2021/Note also as part of the concept and subsequent plat pending approval, utilities are to be approved to ensure all lots to be created are provided access to public utility services);
 - 4) Installation of FINAL asphalt topcoat to existing common drives in place for Faraday, Franck and Hertz Streets (Lot 2R1-2);
 - 5) Installation of ADA accessible sidewalks, to city specifications/per Springbrook Farm standard detail, along the property’s private road/common driveway frontage/Franck Street extended (Note that the necessary truncated domes, crosswalks and stop bars shall be incorporated);
 - 6) Installation of bike rack, as shown per plan;
 - 7) Approval of engineering, including, but not limited to, pavement markings for stop bars, crosswalks, etc.;
 - 8) Approval of stormwater management;

- 9) Approval of soils management plan;
- 10) Approval of utilities, with all utilities to be underground (Related to lighting, note that fixtures mounted to buildings or other structures, including pole lighting applications, shall be designed and installed to project light downward);
- 11) Approval by Fire for access/circulation (Note that location of fire access/connection on building to be coordinated early with City of Alcoa Fire Marshall, Darren Stinnett);
- 12) Incorporating plan for exterior lighting consistent with Springbrook Farm fixtures and temperature matrix;
- 13) Recording of pending subdivision plat for creation of lots approved by the Alcoa Municipal/Regional Planning Commission on October 21, 2021;
- 14) Submittal, review and approval of "Plat of Correction" by Alcoa Municipal/Regional Planning Commission, at project's completion, to be recorded and reflect as-built site layout and any necessary public utility easements (Depending on timing, note that this need may be handled as part of recording of pending plat for extension of Frank Street);
- 15) Submittal, review and approval of shared parking agreement by City Attorney;
- 16) Review and approval of landscaping plan by the Alcoa Tree Board; and,
- 17) Meeting all other city requirements (including securing the necessary permits for site grading and building construction, as well as review and approval of building plans).

Commissioner Johnson made a motion to approve the site plan, including approval of the exterior building design, subject to staff's stipulations as presented. Commissioner Rochelle seconded the motion, and it passed unanimously.

OTHER BUSINESS:

Informational item extension of sanitary sewer outside of the Urban Growth Boundary, Lloyd and Donna Davis Property, located at 4138 S. Singleton Station Road (Tax ID 018G A 033.00).

Staff advised the item was for informational purposes. Staff noted that the property owners of 4138 S. Singleton Station Road had requested sanitary sewer service from the city. Typically, as staff further advised, these such requests were evaluated for annexation prior to providing service when the property was located within the City of Alcoa's Urban Growth Boundary (UGB). In evaluating the request, staff explained that the subject property was located outside of the UGB and within Rockford's growth territory. Therefore, as staff informed, annexation was not feasible. However, staff noted that sanitary sewer may be extended, if available, at the owner's expense and at out of city rates.

Calendar year-end reporting of planning commission 2021 agenda items.

Staff advised the item was for information purposes. Staff shared the summary that captured all items reviewed during the 2021 calendar year. The items were broken down by type, more so than agenda category. A total of 111 items were reviewed, compared to 77 in 2020.

<u>Type</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Preliminary/Final Plats	34	21	27
Final Plats	1	1	3
Preliminary Plats	2	1	4
Concept Plans	1	1	10

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Rezoning/Zoning Assignments	11	2	21
Annexations	9	5	8
Future Land Use Amendments	1	1	3
Text Amendments/Recommendations	7	8	3
ROW Closures	1	1	3
Site Plans	27	32	33
Other	6	4	5

ADJOURNMENT:

There being no further business to come before the commission, Commissioner Johnson made a motion to adjourn the meeting. Commissioner Rochelle seconded the motion, and the meeting was adjourned at 6:20 p.m.



Chairperson, Alcoa Regional/Municipal
Planning Commission



Secretary