

**ALCOA MUNICIPAL/REGIONAL  
PLANNING COMMISSION MINUTES  
October 15, 2020  
5:30 P.M.**

The Alcoa Municipal/Regional Planning Commission met in regular session on October 15, 2020, via video conferencing (VTC). Commissioners present were Jim Buchanan, Mark Johnson, John (Rocky) Rochelle and Kathy Thompson. Jeremy Pearson and Ashley Miller were present as city staff.

**DETERMINATION OF NECESSITY OF ELECTRONIC MEETING:**

Vice-Chairman Buchanan read aloud the following statement:

A determination is needed by the Alcoa Municipal/Regional Planning Commission regarding the necessity of electronic meetings pursuant to the Governor's Executive Order Number 60, extending Executive Order Number 16, executed on August 28, 2020, and recommendations from the Tennessee Comptroller of the Treasury, issued on March 20, 2020, and other applicable laws in effect. The Governor's Order allows government agencies to amend or rescind certain requirements under the Tennessee Open Meetings Act regarding the electronic meetings in lieu of in-person attendance and participation. The Comptroller's Office recommends that boards make a determination regarding the necessity of electronic meetings for continued function of government agencies and to protect public health, safety and welfare during the outbreak of COVID-19. Such determination is to be placed on the record in the Commission's minutes.

Commissioner Johnson made a motion to approve that the meeting be held electronically, pursuant with the Governor's Executive Order Numbers 16 and 60. Commissioner Rochelle seconded the motion, and it passed unanimously.

**APPROVAL OF MINUTES:**

Commissioner Johnson made a motion to approve the minutes of the September 17, 2020, meeting as submitted. Vice-Chairman Buchanan seconded the motion, and it passed unanimously.

**REQUESTS FOR PRELIMINARY/FINAL APPROVAL:**

**Consideration of a request by Kevin Pitts (Blount Surveys, Inc.) to replat/reconfigure two (2) lots, Anderson and Pine Lakes Golf & Country Club, Inc. Properties, 4015 and 4051 S. Singleton Station Road (Urban Growth Boundary/Tax ID 018 080.01 and 082.00) (Project # PLT-20-044).**

The item was deferred at the request of staff, due to the need for further study and evaluation of future transportation projects within the area and for review of access to and from Tract 4.

**Consideration of a request by Michael Ogle (Appalachian Surveys) to combine three (3) lots, Blount County Fire Protection District Property, 2567 E. Broadway Avenue (Urban Growth Boundary/Tax ID 037J G 039.00 and 040.00) (Project # PLT-20-045).**

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

- 1) A revised plat denoting—
  - a. Addition of lot numbers;
  - b. Removal of setback lines, with setbacks to be captured per a plat note;
  - c. Addition of the area of each individual lot;
  - d. Removal of "proposed addition;"

- e. Addition of monuments (Note also that iron pins shall be set at all street right-of-way corners, at all points where the street right-of-way lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street. All other corners and points shall be marked with iron pipe or solid steel rod not less than three-fourths (3/4) inches in diameter and twenty-four (24) inches long and driven so as to be flush with the finished grade);
  - f. Addition of all lines for utilities and associated easements;
  - g. Addition of the subdivision location (physical address) and the name and address of the owner or owners;
  - h. Revision to the title block to state, "Final Plat of the Blount County Fire Protection District Property;"
  - i. Revision to the tax map information to include all tax parcels associated with the plat;
  - j. Addition of distance measurements from the existing building to the front property lines, with the encroachments into the front yard setbacks to be recognized as non-conforming per a plat note (i.e., said may remain until such time it is removed or destroyed, with all setbacks to be met for any replacement structure);
  - k. Revision to plat notes as follows:
    1. Rewording of Plat Note # 6 to state that "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";
  - l. Addition of plat notes as follows:
    1. "The purpose of this plat is to subdivide three (3) lots into one (1) totaling XXX acres, which includes the dedication of right-of-way;
    2. "Any future utilities shall be installed underground, unless otherwise approved;"
    3. Addition of Blount County zoning district, with setbacks stated as "Please contact the City of Alcoa and/or Blount County/the local jurisdictional authority for setback requirements";
    4. "East Broadway Avenue is classified as a Minor Arterial on the City of Alcoa's Thoroughfare Plan, which requires a dedication of right-of-way to be 40-feet from centerline, and Waycross Avenue is a residential public street in Blount County requiring a dedication of right-of-way to be 20-feet from centerline of the roadway.";
    5. "There is a non-conforming structure located on Lot XXX and at such time the non-conforming structure is 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 \_\_\_ shall be labeled on the structure);
- 2) Approval by engineering (Note that this plat is still under review for utilities);
  - 3) Approval of utilities;
  - 4) Approval of streets by Blount County Highway Superintendent;
  - 5) Execution of the necessary signatures and recording of plat; and,
  - 6) Meeting all other city requirements.

Commissioner Thompson made a motion to approve the preliminary and final plat, subject to staff's stipulations as presented. Commissioner Rochelle 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 by Andrew J. Baumann, owner, to annex Tax ID 027N B 024.00, located at 3258 Lagrange Drive.**

Staff advised that the item was by owner request and was precipitated by interest in the schools. Staff then explained that the property was currently developed with a single-family dwelling and serviced by city water, sanitary sewer and electric. Staff noted that the property was located within the city's adopted Urban Growth Boundary and easily attachable from Sam Houston School Road. Additionally, it was noted by staff that the property was designated as Residential-Low on the Future Land Use Plan/Map. Staff recommended adoption of PC Resolution 2021-06, recommending the annexation and a plan of services (Exhibit B) to the Alcoa Board of Commissioners. Commissioner Johnson made a motion to adopt PC Resolution 2021-06, with Commissioner Thompson seconding. The motion passed unanimously.

**Consideration of zoning assignments for Tax ID 027N B 024.00, Andrew and Brittney Baumann, located at 3258 Lagrange Drive.**

Staff advised that the item was related to the above annexation request by Mr. and Mrs. Baumann. Staff explained that as pointed out under the annexation request, the property was designated as Residential-Low on the Future Land Use Plan/Map. Staff noted that the surrounding plan of development in the general area was single-family detached residential. Staff added that Residence District "A" was the most appropriate zoning district given the context of the existing neighborhood. Staff recommended adoption of PC Resolution 2021-07, which recommended the zoning assignment of Residence District "A" to the Alcoa Board of Commissioners. Commissioner Rochelle made a motion to adopted PC Resolution 2021-07, with Commissioner Thompson seconding. The motion passed unanimously.

**Consideration of a request by Blount County Planning for a recommendation on an amendment to the Blount County Zoning Regulations, Articles 2, 7 and 13, to resolve conflicts, incorporate technical corrections and add clarity.**

Staff advised that the item was before the commission due to the fact the Blount County zoning regulations extend into the City of Alcoa's Planning Region and Urban Growth Boundary (i.e., the county has maintained its zoning powers within the city's growth territory). Staff noted that the item to amend certain provisions of the zoning resolution had been initiated by the county's planning staff and was intended to clarify. Staff added that the clarifications included setbacks, planned unit developments and signs. Staff stated that the Blount County Planning and Development Services Director, Thomas Lloyd, had provided an attached memo

outlining the proposal to amend. Staff recommended PC Resolution 2021-08, recommending the amendment to the Blount County Commission. Staff added that the resolution included an exhibit (Exhibit A)—the proposed resolution to the Blount County Commission. Commissioner Johnson made a motion to adopt PC Resolution 2021-08, recommending the amendment to the Blount County Commission, with Commissioner Thompson seconding. The motion passed unanimously.

CONCEPT PLAN APPROVAL:

**None.**

OLD BUSINESS:

**None.**

NEW BUSINESS:

**Consideration of a request by Peter Ludman (Cope Architecture) for site plan approval of a new car dealership, Twin City Honda, located at 2844 Airport Highway (Tax ID 026 034.00) (Project # DEV-20-042).**

This item was deferred, as all parties were in discussion of site plan details and the need for a plat submittal for review/approval.

**Consideration of a request by Alan Grissom (Cannon & Cannon, Inc.) for site plan approval of a new distribution center on a portion of the former Pine Lakes Golf Course, located at 4141 S. Singleton Station Road (Tax ID 018 082.01) (Project DEV-20-046).**

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

- 1) A revised site plan denoting—
  - a. Addition of boundary calls to property lines;
  - b. Addition of typical parking layout measurements for minimum drive aisle widths (i.e., 25 feet for two-way traffic) and regular parking stalls (i.e., 9.5 feet in width by 18 feet in depth);
  - c. Addition of detail sheet for ADA accessible parking designed to city specifications, to include applicable signage and \$200 fine (Note that standard ADA spaces shall be a minimum of 8 feet in width by 18 feet in depth and include a hatched aisle of 5 feet in width, with van to be 8 feet in width by 18 feet in depth and include a hatched aisle 8 feet in width/Note also that designated van spaces shall include “van accessible” signage);
  - d. Addition of bike parking location, with said to be calculated from gross floor area associated with administrative office portion of building only and included within a detail sheet;
  - e. Revision of required accessible parking count within Parking Breakdown table from 20 to 21 (Note that count minimum is to factor total parking provided);
  - f. Addition of motorcycle and bike parking to Parking Breakdown, with motorcycle parking referenced as “Not Required”;

- g. Addition of solid waste/dumpster pad location and screening, with said to also include detail sheet providing pad and screening specifications;
  - h. Addition of total lot coverage to Notes (i.e., 70% maximum lot coverage), with conflicting totals for disturbed area to be verified per sheets C1.00 and C2.00;
  - i. Addition of calculation for open space for area designated as 50' "Building/Buffer Strip Setback", with area to be captured under Notes, identified (i.e., hatched, etc.) and added to Legend (Note that area is to be counted toward the open space subdivision requirement denoted per Blount County Map File 3974A (206,474.40 square feet remaining within this subdivision/provide further reduction per this development plan);
  - j. Addition of typical width to pedestrian connection, with mid-block cross-walk to be added for crossing at peripheral circulation drive (Note that sidewalk details are to be provided);
  - k. Addition of fire lane surface to Legend;
  - l. Addition of match lines to overall site layout plan for reference of detailed sheets;
  - m. Addition of location map;
  - n. Addition of "Construction Address" to address within title block;
- 2) Exterior building elevations denoting—
- a. Identification of maintained 5% minimum window area for administrative/office wall elevations;
  - b. Roof mounted mechanical adequately screened behind parapet walls from public view from public roadways (Note that said may be shadowed onto elevations);
- 3) Providing plan for lighting details;
- 4) Adoption of ordinance by Alcoa Board of Commissioners, recommended by PC resolution 2021-04, amending height and exterior building design provisions;
- 5) Construction of accessible internal pedestrian connection to site access, as shown, and designed to city specifications (Note that said is intended to provide a connection to public greenway trail segment planned to be constructed in the future at Singleton Station Road);
- 6) Approval of engineering, to include, but not limited to, internal pavement markings (i.e., lane stripping, arrows, stop bars, crosswalks, etc.) and off-site road improvements to be constructed, with staff adding said approval of road improvements to also be in conjunction with the necessary approval by TDOT;
- 7) Approval of stormwater management, to include associated easements;
- 8) 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);
- 9) Approval by Fire Department for on-site circulation/access to city specifications (Note that fire lane is to be defined and turns verified for adequacy per turn template);
- 10) Approval of solid waste locations and screening by planning and engineering to city specifications;
- 11) Approval of landscaping plans by the Alcoa Tree Board, to also include a plan for tree replacement;

- 12) Review and approval for owner's recording of as-built site layout, and public utility and stormwater management easements (as constructed and if/where applicable), upon project's completion, by Alcoa Municipal/Regional Planning Commission;
- 13) Approval by FAA for building height; and,
- 14) Meeting all other city requirements (i.e., building plans review/approval and issuance of the necessary building and grading permits, including signage).

Mr. Pearson did note for the record a telephone call had been received via voicemail from a county resident residing along S. Singleton Station Road who expressed concerns about the project but did not cite any specifics. Commissioner Johnson made a motion to approve the site plan, including approval of the exterior design elevations, subject to staff's stipulations as presented. Commissioner Rochelle seconded the motion, and it passed unanimously.

**Consideration of a request by Becky Bowe (C2RL Engineers, Inc.) for site plan approval of a security fence, Clayton Bistro, located at 5000 Clayton Road (Project DEV-19-053).** Staff recommended site plan approval, subject to the following:

- 1) A revised site plan denoting—
  - a. Identification of "New Walking Trail" to its intersection with public greenway access, with "Wood Chip" added to label (i.e., New Wood Chip Walking Trail);
  - b. Deletion of triangular hatched lines (as shown) inadvertently at north turnstile gate;
- 2) Approval of engineering;
- 3) Approval by utilities (Note that fencing/column structures shall not be placed in conflict with utilities and utilities access);
- 4) Approval by Fire Department for access and circulation;
- 5) Providing access 24/7/365 for utilities and Fire Department, if/where necessary; and,
- 6) Meeting all other city requirements.

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

OTHER BUSINESS:

**None.**

ADJOURNMENT:

There being no further business to come before the commission, Commissioner Johnson made a motion to adjourn the meeting. Vice-Chairman Buchanan seconded the motion, and the meeting was adjourned at 6:02 p.m.



Chairperson, Alcoa Regional/Municipal  
Planning Commission



Secretary