

**ALCOA MUNICIPAL/REGIONAL  
PLANNING COMMISSION MINUTES  
SPECIAL CALLED MEETING  
November 6, 2020  
2:00 P.M.**

The Alcoa Municipal/Regional Planning Commission met as part of a special called meeting on November 6, 2020, via video teleconferencing (VTC). Commissioners present were Chairman Clarence Williams, Jim Buchanan, Mark Johnson, John (Rocky) Rochelle and Kathy Thompson. Jeremy Pearson was present as city staff.

**DETERMINATION OF NECESSITY OF ELECTRONIC MEETING:**

Chairman Williams 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 65, extending Executive Order Number 16, executed on October 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 Rochelle made a motion to approve that the meeting be held electronically, pursuant with the Governor's Executive Order Numbers 16 and 65. Commissioner Thompson seconded the motion, and it passed unanimously.

**APPROVAL OF MINUTES:**

The minutes of the October 15, 2020, meeting were declared approved, as submitted, and requested to be filed.

**REQUESTS FOR PRELIMINARY/FINAL APPROVAL:**

**Consideration of a request by Rob Sanders (S&ME, Inc.) to replat/reconfigure twenty-five (25) lots into four (4), Hodge Family Limited Partnership and Jerry and Frances Hodge Properties, 2844 and 3024 Airport Highway and Buick Drive (Tax ID 026 031.00, 031.02 and 034.00) (Project # PLT-20-042).**

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

- 1) A revised plat denoting—
  - a. Addition of all existing site conditions (Note that certain existing conditions are not reflected on existing lots estimated to be Lots 2 thru 6);
  - b. Addition of all "to be" absolved lot numbers, with the same to be shown within dashed circles;
  - c. Absorption of Lots 21 thru 24 into 25R2, in lieu of the same being consolidated and remaining as a single substandard lot (Lot 22R) under one (1) acre within a commercial district (General Business District "E");
  - d. Addition of "40' Building Setback" to Lots identified as 25R1R, 22R and 2R, with the same also added to Lot 25R2 (Note that said line on Lot 25R2 is to be labeled as "40' Building Setback/Frontage Road Easement);

- e. Addition of "Lot 1" to Mani Associates % Royal Extended, with previously recorded plat to also be referenced ("Blount County Map File 3776A");
- f. Revision of 40 feet frontage road easement to only reflect its placement along frontage of Lot 1 (Mani Associates % Royal Extended), with separately recorded easement encroaching onto adjacent property (Downey Property % Downey Oil Co, Inc.) to also be reflected as shown on previously recorded plat (Blount County Map File 3776A);
- g. Expansion of 40 feet frontage road easement along entirety of Lot 25R2's Alcoa Highway frontage, with said recommended to include a radius and be extended along Lot 25R2's NW boundary (Note that identified NW boundary is referenced as "Proposed Right-of-way" in order to reflect "to be" acquired land by TDOT for future right-of-way for improvements part of Phase II Alcoa Highway Relocated project/Identify easement in its entirety by hatching/shading and include See Plat Note 10);
- h. Addition of "Existing" to "40' Easement (See Note 10)", identified on Lot 1 (Mani Associates % Royal Extended), as said was established as part of previous subdivision recording/Blount County Map File 3776A;
- i. Addition of Alcoa Highway centerline, with minimum centerline measurements shown from Lots 25R2 and 25R3 (Note that Alcoa Highway is classified as a Major Arterial on the City of Alcoa's Major Thoroughfare Map;
- j. Identification of Lot 25R1R as 25R1R-1, with Lots 25R2 and 25R3 to be identified as Lots 25R1R-2 and 25R1R-3;
- k. Addition of Lots 2 thru 24 and 25R1 into Lots 2R, 25R1R-1, 25R1R-2 and 25R1R-3 to title block;
- l. Identification of previous acreage 6.764 to Lot 25R1R-1;
- m. Revision to plat notes as follows:
  - 1. Rewording of Plat Note 9 to state "Purpose of this plat: To replat/reconfigure certain lot lines for reassignment of the same into four (4) lots";
  - 2. Replacement of "Lot 1" with "Lot 25R1R-2", Plat Note 10, with and additional sentence also included to state "Note that said represents an expansion of the same that has been provided on Lot 1 (Mani Associates % Royal Extended, Blount County Map File 3776A);
  - 3. Rewording of Plat Note 11 to state "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";
- n. Addition of plat notes as follows:
  - 1. "The construction of sidewalks to city specifications shall be installed along road frontages, or include an appropriate equivalent, at such time of development and/or redevelopment of each lot";
  - 2. "All new utilities shall be installed underground, unless otherwise approved";
  - 3. "There is a non-conforming structure located on Lot 25R1R-1 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 requirements" (Note that See Plat Note \_\_\_ shall be labeled on the structure);

4. "Certificates for Stormwater Maintenance Control Measures and Approval of Stormwater shall apply (where applicable) on lots a part of this subdivision that may be newly development, further developed and/or redevelopment following the recording of this plat";
5. "Lot 25R1R-3 is impacted by "to be" constructed roadway improvements part of Phase II Alcoa Highway Relocated project. Therefore, as a set aside by the owner, the establishment of this lot represents a reservation of land area to be acquired by TDOT for said future road improvements" (Note that Lot 25R1R-3 shall include "See Plat Note \_\_\_");
  - o. Addition of stamps for:
    1. CERTIFICATE OF STORMWATER MAINTENANCE CONTROL MEASURES;
    2. CERTIFICATE OF APPROVAL OF STORMWATER;
  - 2) Verification of property line placement (as shown) to represent future TDOT right-of way to be acquired;
  - 3) Approval by engineering;
  - 4) Approval of utilities;
  - 5) Execution of the necessary signatures and recording of plat; and,
  - 6) 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 Johnson seconded the motion, and it passed unanimously.

REQUESTS FOR PRELIMINARY APPROVAL:

**None.**

REQUESTS FOR FINAL APPROVAL:

**None.**

MISCELLANEOUS REQUESTS OF REQUIRED ACTIONS:

**None.**

CONCEPT PLAN APPROVAL:

**None.**

OLD BUSINESS:

**None.**

NEW BUSINESS:

**Consideration of a request by Brent Wood (S&ME, Inc.) 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).**

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

- 1) A revised site plan set denoting—

- a. Addition of Lot 25R1R-2 to "Existing Conditions" (sheet V100), with identification of total acreage to match proposed plat "to be" recorded (Note that total acreage needs to be verified);
- b. Addition of "40' Building Setback/Frontage Road Easement" to "Site Layout Plan" via labeling and/or by hatching and labeling for its identification (sheet C100);
- c. Addition of "To Be Removed" to existing billboard (sheet C100) or delete it from said sheet (Note that said is to provide consistency and is in keeping with the Demolition Plan sheet/CD100);
- d. Addition of ADA accessible sidewalk within 40' Frontage Road Easement, or provide for an approved appropriate equivalent, with said to be a minimum of five (5) feet in width (designed to city specifications), as well as pedestrian connection to be extended from the same to the main entrance of the building (sheet C100) (Note that pavement width within frontage road easement may be reduced from 25 feet to 24);
- e. Addition of conceptual driveway tie in (sheet C100) from future southern point of ingress/egress to proposed roadway improvements/Phase II Alcoa Highway Relocated, with said to be shadowed and/or clearly identified as "Conceptual" (Note that said tie in shall include sidewalk section for connection to future greenway trail to be constructed as part of the future roadway improvements);
- f. Addition of drive width measurements (sheet C100), a minimum of 25 feet, at south end of building (Note that said shall be measured from outside edge of hatched islands shown adjacent to building wall to front face of drive curb);
- g. Adjustment of interior termination islands to measure a minimum of 5 feet in width from back of curb to back of curb (sheet C100);
- h. Adjustment to northwest parking area adjacent to Hyundai dealership to provide for 10 feet perimeter buffer measured from property line to back of curb (Note that said is currently shown to encroach the perimeter buffer);
- i. Correction to detail of ADA accessible spaces for "Van Accessibility", as said does not reflect measurements shown on site drawing, with a ADA standard detail to also be provided to "Site Details" (sheet C501);
- j. Revisions to Parking Summary (sheet C100) as follows:
  1. Addition of gross floor area/GFA assigned to each use category;
  2. Addition of GFA ratios used for each use category (i.e., 1 per 250 plus 4 for Automobile Sales, 1 per 500 sq.ft. for Office/Little to no walk-in trade, 1 per 250 sq.ft. plus 4 for Vehicle Servicing and 1 per 700 sq.ft. for first 3,000 sq.ft. GFA plus 1 per 3,500 sq.ft. of GFA thereafter);
  3. Correction of total count for Product Storage by the reduction of two (2) spaces, with 305 shown and 303 counted (Note that rear/eastern vehicle storage needs to be reduced by two (2) spaces, 50 and 41 instead of 51 and 42);
  4. Correction of total count for Total Parking Provided by the reduction of two (2) spaces, with 456 shown and 454 counted (Note that said reduction is the result of number 3 above);
  5. Addition of bike parking count (Note that said shall be provided at a ratio of one (1) bike park per 5,000 square feet of Gross Floor Area/GFA, with said GFA for office to only be considered);
- k. Addition of the following to the Site Data (sheet C100):
  1. Structure Height;

- I. Addition of footprints for three (3) columns for south elevation canopy structure (sheet C100);
        - m. Addition of bike rack location to city specifications, with said rack to be shown per a detail (sheet C100);
        - n. Property lines (as shown) to reflect those to be recorded to establish Lot 25R1R-2 (all applicable sheets);
        - o. Addition of bollards or notations that bollards are to be installed, only if and where applicable, with said to be placed outside of frontage road easement (Note that said are often installed at dealerships to secure perimeters and tie into security gating/Please clarify if bollards are to be used at this site);
- 2) Revised exterior building elevations in view from public roadways denoting—
  - a. Identification/notations 5% minimum window/glass area has been maintained on each elevation;
  - b. Identification/notations all signage is to be reviewed, approved and permitted separately by planning;
  - c. Roof mounted mechanical adequately screened behind parapet walls (Note that mechanical equipment to be placed behind parapet walls will need to be identified by shadowing or outlining the same/Continue to show equipment);
  - d. Incorporation of architectural elements or broader features to certain elevations, for instance, as follows:
    1. Addition of cornices and moldings to north and south elevations;
    2. Addition of awnings/canopies and cornices and moldings to east elevation;
    3. Note that other elements or broader features will be considered/However, said is stipulated to satisfy the requirement three (3) or more elements be integrated onto walls as outlined per Section 14-2.2110, Exterior building design, "Sub-chapter 2.21", of the *Zoning Ordinance*, "Chapter 2", Title 14, of the Alcoa Municipal Code;
- 3) Providing plan for lighting details;
- 4) Construction of ADA accessible sidewalk within 40' Frontage Road Easement, or provide for an approved appropriate equivalent, to include a pedestrian connection from the same to the main entrance of the building (Note that said is intended to connect to a future public greenway trail segment planned to be constructed as part of Phase II Alcoa Highway Relocated project/Portion of sidewalk to be installed along the "to be" acquired state right-of-way is in lieu of construction of the same along the property's Buick Drive road frontage);
- 5) Coordination with TDOT for pedestrian crosswalk and signal timing updates to state plans at Cusick Road intersection and part of the Phase II Alcoa Highway Relocated improvements (Note that said is related to # 4 above);
- 6) Approval of engineering, to include, but not limited to, internal pavement markings (i.e., lane stripping, arrows, stop bars, crosswalks, etc.);
- 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 provision shall be made for Fire Department access to all gates 277/365);

- 10) Approval of landscaping plans by the Alcoa Tree Board;
- 11) Approval and recording of preliminary/final plat to establish Lots 2R, 25R1R-1, 25R1R-2 and 25R1R-3;
- 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; and,
- 13) Meeting all other city requirements (i.e., building plans review/approval and issuance of the necessary building and grading permits, including signage).

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

OTHER BUSINESS:

None.

ADJOURNMENT:

There being no further business to come before the commission, Commissioner Rochelle made a motion to adjourn the meeting. Commissioner Thompson seconded the motion, and the meeting was adjourned at 2:25 p.m.

  
Secretary

  
Chairperson, Alcoa Regional/Municipal  
Planning Commission