

**ALCOA MUNICIPAL/REGIONAL
PLANNING COMMISSION MINUTES
June 15, 2023
5:30 P.M.**

The Alcoa Municipal/Regional Planning Commission met in regular session on June 15, 2023, at the Alcoa Municipal Building Council Chambers. Commissioners present were Chairman Clarence Williams, Mark Johnson, John Rochelle and Kathy Thompson. Jeremy Pearson and Ashley Miller was present as city staff.

APPROVAL OF MINUTES:

The minutes of the May 18, 2023, meeting were declared approved, as submitted, and requested to be filed.

CITIZEN COMMENTS:

None.

REQUESTS FOR PRELIMINARY/FINAL APPROVAL:

Consideration of a request by Keith and Catherine Stephens, owner, to replat two (2) lots into three (3) lots, located at 841 and 847 N. Wright Road (Tax ID 0371 A 009.00 and 010.00) (Project #PLT-23-023).

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

- 1) A revised plat denoting—
 - a. Revision to the lot numbers, as the lots shall be numbered Lots 1-3;
 - b. Addition of the full extent of the overhead electric easement;
 - c. Addition of "See Note 11" to the non-conforming structure on Lot 2;
 - d. Revision of plat notes as follows:
 1. Addition of the following to Plat Note 2:
"Any future development of Lot 1 shall be outside of the Zone AE (100-year flood limit). Development shall include buildings, structures, driveways, grading and/or fill.";
 2. Revisions to Plat Note #12 to update the lot numbers;
 - e. Revise the category in the CERTIFICATE OF ACCURACY to a Category 4 survey, due to Plat Note 6;
- 2) Approval of utilities, with all utilities to be underground;
- 3) Approval of engineering;
- 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 Johnson seconded the motion, and it passed unanimously.

Consideration of a request by Randy White (C2RL Engineering) to plat all utility easements and site improvements, Lot 4 CMH Properties Inc., located 500 Clayton Road (CMH Services Property S/D) (Tax ID 027 028.00) (Project # PLT-21-020).

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

- 1) A revised final plat denoting—
 - a. Further expansion of Alcoa Trail right-of-way dedication shown to occur at NW boundary call of Alcoa Trail existing termination point, with said narrow section to be

- expanded to provide no less than a 25 feet transition between existing right-of-way and cul-de-sac radius area (i.e., requiring an adjustment of N52°21'33"E line);
- b. Surveyed conditions reflecting current existing conditions (i.e., the angled parking previously located along front perimeter of building has been removed and now includes a fire lane expansion);
 - c. Replacement of "CMH PROPERTIES" with "CMH SERVICES PROPERTY S/D" for "25' INGRESS/EGRESS EASEMENT..." (i.e., to reflect subdivision name correctly, as per previously recorded for creation of prior lots that are part of this subdivision);
 - d. Rewording of title "FINAL PLAT OF CMH PROPERTIES – LOT 4" with "FINAL PLAT OF CMH SERVICES PROPERTY S/D – CREATE LOT 4";
 - e. Revision of plat notes as follows:
 1. Addition of "and a right-of-way dedication" to Plat Note 2;
 2. Replacement of Plat Note 3 with "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";
 3. Addition of "(Office District) and "OS"(Open Space)" to end of Plat Note 5;
 4. Addition of an additional sentence to Plat Note 7 stating "Maintenance is to be shared.";
 5. Addition of ", in conjunction with a right-of-way dedication" to end of Plat Note 10;
 6. Additional note to state "Minimum finished floor elevation (BFE + 1 foot) = 838.7 for Lot 4."
 - f. Addition of match line to this sheet for addition of two sheets to provide for a more readable scale, with this sheet labeled "overall" (Note certification blocks to be placed all sheets);
- 2) Approval of engineering;
 - 3) Approval of utilities;
 - 4) Execution of the necessary signatures and recording of plat; and,
 - 5) 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 Johnson 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 Kenneth and Megan Baker, owner, to annex (Tax ID 045E A 005.00), located at 1648 Middlesettlemnts Road.

Staff recommended adoption of PC Resolution 2023-34, 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 2023-34. Commissioner Rochelle seconded the motion, and it passed unanimously.

Consideration of a zoning assignment (Residence District “A”) for Tax ID 045E A 005.00 located at 1648 Middlesettlements Road.

Staff recommended adoption of PC Resolution 2023-35, which recommended the zoning assignment of Residence District “A” to the Alcoa Board of Commissioners.

Commissioner Rochelle made a motion to adopted PC Resolution 2023-35. Commissioner Thompson seconded the motion, and it passed unanimously.

Consideration of a request by BVF Investments, LLC, owners, to “de-annex” vacant parcels (portions of Tax ID #'s 038 054.00 and 028 056.00), located at 3745 Wildwood Road and 3845 Peery Road.

Staff recommended adoption of PC Resolution 2023-36, which recommended the contraction of the corporate limits of the City of Alcoa to the Alcoa Board of Commissioners.

Commissioner Johnson made a motion to adopted PC Resolution 2023-36. Chairman Williams seconded the motion, and it passed unanimously.

Consideration of a request to amend the Planning Commission submittal calendar and review policy.

Staff recommended adoption of PC Resolution 2023-37, which established a new submittal calendar policy.

Commissioner Rochelle made a motion to adopted PC Resolution 2023-37. Commissioner Johnson seconded the motion, and it passed unanimously.

Consideration of a request to amend the Planning and Codes Fee Schedule.

Staff recommended adoption of PC Resolution 2023-38, recommending the fee updates to the Planning and Codes Fee Schedule to the Alcoa Board of Commissioners.

Commissioner Johnson made a motion to adopted PC Resolution 2023-38. Commissioner Rochelle seconded the motion, and it passed unanimously.

Consideration of a request to amend the provisions for approval or disapproval of subdivision plats.

Staff recommended adoption of PC Resolution 2023-39, recommending the amendment to align provisions for approval or disapproval of subdivision plats with state law to the Alcoa Board of Commissioners.

Commissioner Johnson made a motion to adopted PC Resolution 2023-39. Chairman Thompson seconded the motion, and it passed unanimously.

CONCEPT PLAN APPROVAL:
None.

OLD BUSINESS:

None.

NEW BUSINESS:

Consideration of a request by Derick Jones (Sterling Engineering Inc.) for site plan approval for two (2) new commercial buildings, Alcoa Chiropractic Center, located at 246 North Rankin Road, (Tax ID 046L B 015.00) (Project # DEV- 23-024).

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

- 1) A revised site plan denoting—
 - a. Identify a recently deeded land area deeded from the City of Alcoa to Alcoa Chiropractic and adjoining the N26°38'00"E boundary line of this property for its incorporation into the same (i.e., property to capture future parking improvements shown off-site);
 - b. Expansion of three (3) parking stall termination islands shown at minimum five (5) feet in width, as measured from face of curb to face of curb, with said to be measured from back of curb to back of curb (Note that a full five (5) feet of landscaping/open space area needs to be provided);
 - c. Addition of minimum five (5) feet wide accessible pedestrian connection from main entrances of buildings to public sidewalk to be constructed along N Rankin Road, with crosswalk section to be provided for drive aisle crossing;
 - d. Addition of bike rack location and detail;
 - e. Addition of ADA requirements to "Parking Calculations", including the "Van Accessible" count, as well as bike parking requirement (i.e., 1 bike park for every 5,000 square feet of gross floor area for a total of four (4) spaces required);
 - f. Update of "Owner of Record" by addition of "Previous" to "Owner of Record" for City of Alcoa, with an additional ownership record added to state "Current Owner of Record";
 - g. Addition of bollards to dumpster pad detail, with said to follow dumpster specifications for bollards within the Zoning Ordinance, General Provisions;
 - h. Addition of "Van Accessible" sign plate to ADA sign detail, with said plate to include a notation stating "Add plate to Van Accessible spaces ONLY" or otherwise add a separate van parking detail;
 - i. Revision to Surveyor's Notes, all sheets, to update zoning to be identified as "E (General Business)" (Note that the zoning was changed from F (Light Industrial) and is now effective);
- 2) Exterior building elevation addressing the following:
 - a. Signage to be submitted, reviewed and approved separately by the City of Alcoa Planning;
 - b. Addition of roof mounted mechanical units to all elevations, which may be shadowed onto elevations or similar, with said to be adequately screened from public view from public roadways;
- 3) Submittal of an initial subdivision plat for review and approval by the Alcoa Municipal/Regional Planning Commission, absorbing into this property the recently deeded portion of land area adjoining the N26°38'00"E boundary line of this property, with said to be recorded;

- 4) Installation of ADA accessible sidewalks, to city specifications along the property's N Rankin Road frontage (Note that the necessary truncated domes, crosswalks and stop bars shall be incorporated, where applicable);
- 5) Installation of bike rack;
- 6) Approval of engineering, including, but not limited to, pavement markings for stop bars, crosswalks, etc.;
- 7) Approval of stormwater management;
- 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 for access/circulation (Note that location of fire access/connection on building to be coordinated early with City of Alcoa Fire Marshall, Darren Stinnett);
- 10) Incorporating plan for exterior lighting, to include a pole lighting detail;
- 11) 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;
- 12) Review and approval of landscaping plan by the Alcoa Tree Board (Note that landscaping plan provided does not include plant specifications, with will need to be provided as part of the review); and,
- 13) 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 Rochelle made a motion to approve the site plan, to include exterior building elevations, subject to the staff's stipulations as presented. Commissioner Thompson seconded the motion, and it passed unanimously.

Consideration of a request by Bill Ring (Commerce Group) for site plan approval for greenspace at New Midland Plaza, located at 157 S Calderwood Street (Tax ID 046M A 003.00) (Project # DEV-22-040).

Staff recommended site plan approval, subject to the following:

- 1) Submittal of a revised site plan denoting—
 - a. Addition and verification of the total area disturbed and area of the great lawn by a licensed surveyor and/or engineer;
 - b. Revision to the parking area to include the addition of five (5) parking spaces (Note, if these have been incorporated elsewhere on the site since the last review, these spaces need to be denoted on the site plan as part of the revision);
 - c. Addition of the metes and bounds for Lot 1R;
 - d. Addition of the 40' Non-Exclusive Permanent Cross Access Easement to all sheets, as shown on the plat;
 - e. Addition of improvements to the main driving aisle easement as shown on the plat, with said to include pavement renovations, where necessary, addition of parking termination islands, curbing and curbing detail along the edges of the great lawn, pavement markings (i.e., crosswalks and stop bars where necessary), pedestrian connections with respect to public and private considerations, etc., between S Calderwood Street, the "Great Lawn" and shopping plaza (Note that this easement is labeled on the plat as a 40' Non-Exclusive Permanent Cross Access Easement);
 - f. Addition of the dimensions of the perimeter drive aisles around the great lawn;

- g. Addition of the specific vegetative material for the great lawn (Note that a general grass area reference is not specific enough for a lawn of this magnitude);
 - h. Seal and signatures of the licensed surveyor and/or engineer onto the final set approved for construction;
 - i. Addition of fire truck template sheet for identification of circulation paths;
- 2) Approval of public sidewalks and pedestrian connections (to city specifications), where applicable, where applicable, with said to include ADA accessibility and the necessary truncated domes;
 - 3) Approval of engineering (i.e., roadway/sidewalk improvements, where determined necessary at intersections, etc., pavement markings, traffic signage, if applicable, and etc.);
 - 4) Approval of stormwater management;
 - 5) Approval of utilities, with all utilities to be underground;
 - 6) Approval of lighting (Note that all signage and other site fixtures or accent lighting, including pole lighting applications, shall be designed and installed to project light downward);
 - 7) Approval by Fire for circulation and access;
 - 8) Approval of landscaping plan; and,
 - 9) Meeting all other city requirements.

Mr. Martin O'Boyle was present and addressed the commission. Mr. O'Boyle expressed his objection to Item 1(e) of the recommendation. Additionally, Mr. William Ring and Mr. Ron Whittaker were present to represent the request. Considerable discussion occurred between the planning commission and the applicant specific to Item 1(e).

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

Consideration of a request by Bill Ring (Commerce Group) for a site plan approval for mini storage, at the rear of New Midland Plaza, located off S. Calderwood Street (Tax ID 046M A 003.07) (Project # DEV-22-025).

This item was deferred at the request of the applicant.

Consideration of a request by Lori Ginther (Taco Bell of America, LLC) for an extended site plan approval for a restaurant, Taco Bell, Lot 2R2-4 within Alcoa Marconi development (Tax ID 46F A 024.00) (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. Expansion of ADA hatching lane from five (5) feet to eight (8) feet per ADA for conformance with "Van Accessible" provisions (Note that adjustments can be made to ADA parking stall widths, which may be reduced to eight (8) feet in width);
 - b. Addition of detail sheets for identification of dumpster pad and screening, as said only references "See Architectural Plans" (Note that dumpster pad and screening details

- need to be incorporated into full civil engineering set; however, they may be referenced "For Reference ONLY/See Architectural Plans" for construction);
- c. Addition of vehicular and pedestrian 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/For example: "Refer to the recorded plat for reference of cross access easements for shared/ common drives.");
 - d. Revision to "BUILDING SETBACKS PER AN APPROVED DEVELOPMENT PLAN" table as follows:
 1. Replacement of "18'" with "18.5'" to "SIDE: ACCESS DRIVE", for both "Required" and "Provided";
 - e. Revision to "PARKING SETBACKS PER AN APPROVED DEVELOPMENT PLAN" table as follows:
 1. Replacement of "18'" with "18.5'" to "SIDE: ACCESS DRIVE";
 - f. Revision to "LANDSCAPE SETBACKS" table as follows:
 1. Addition of "10'" to "SIDE: ACCESS DRIVE";
 - g. Addition of bollards to exterior of dumpster surround in conformance with General Provisions, "Sub-chapter 2.21" of the Zoning Ordinance (i.e., The front opening shall have two (2) fixed barrier postguards placed at each corner/The postguards shall meet the minimum width clearance);
- 2) Completion of Frank Street Extension in conformance with approved plan set, with said to include completion of utilities to serve each lot proposed as part of pending subdivision (Note that 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 were to be approved to ensure all lots to be created are provided access to public utility services);
 - 3) Installation of FINAL asphalt topcoat to existing common drives in place for Faraday, Franck and Hertz Streets (Lot 2R1-2);
 - 4) 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);
 - 5) Installation of bike rack, as shown per plan, with bike detail to be included within plan set for approval;
 - 6) Approval of engineering, including, but not limited to, pavement markings for stop bars, crosswalks, etc.;
 - 7) Approval of stormwater management;
 - 8) Approval of soils management plan;
 - 9) 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);
 - 10) 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);
 - 11) Incorporating plan for exterior lighting consistent with Springbrook Farm fixtures and temperature matrix;

- 12) Recording of pending subdivision plat for creation of lots approved by the Alcoa Municipal/Regional Planning Commission on October 21, 2021;
- 13) 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);
- 14) Submittal, review and approval of shared parking agreement by City Attorney for its recording in conjunction with plat;
- 15) Review and approval of landscaping plan by the Alcoa Tree Board; and,
- 16) 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, subject to the staff's stipulations as presented. Commissioner Rochelle 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 6:54 p.m.


Vice Chairperson, Alcoa Regional/Municipal
Planning Commission


Secretary