

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
APRIL 24, 2012

Members Present

Joanne Funk, Chair
Pat Jenkins, Mayor
Becky Headrick, V. Chair
Lisa Stewart
Steve Fillmore
Jackie Suttles
Sandy Headrick

Members Absent

Others Present

Shelia Moss
Andy Morton
Will Carver
Ron Palewski
Charles King
Ed Thompson
Mary J. Morgan
Don Headrick
Iva Butler
Other interested parties

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Funk called a special meeting to order at 6:30 P.M. on April 24, 2012 at the city hall. The February Minutes were then reviewed by the members. After review, a motion was made by Jackie Suttles and seconded by Steve Fillmore to approve the February 9, 2012 Planning Commission Minutes as written. Becky Headrick abstained and the motion passed by majority vote.

NEW BUSINESS:

REVIEW CEDAR BLUFF CLIFFS SUBDIVISION FINAL PLAT

A final plat was submitted for property (Tax Map 97, Parcel 54.00) off U.S. 321 within a B-1 District. This particular subdivision plat was formerly referred to as the "Mountaineer Campground Subdivision". The proposed subdivision calls for subdividing a lot of record containing approximately 3.64 acres into 2 lots. The lots do contain road frontage on U. S. 321, but shared access is proposed. There is public water that is available to both lots with adequate road frontage afforded. Septic system installation will be required for both lots. The majority of the proposed lots are in a designated floodplain. Staff has reviewed the plat prior to the meeting and some revisions were in order. The initial staff review comments included the title block being cut-off, Lines 6 & 7 with bearings and distances are not clear, note adjoining property owner to the north, note the correct FIRM and date, Lot 1 is under 20,000 square feet and needs signed approval by health department, Certificate of Approval of Water needs corrected, lot acreage is different from the site plan of the same lot, the surveyor's stamp needs to be signed and either a maintenance agreement for the joint access easement or a plat note clarifying responsibility for maintaining the access needs to be included. A discussion ensued regarding the minimum lot size. The subdivision regulations reference the minimum lot size under the zoning code, but a section in the subdivision regulations state that the health department may require a greater area. The Health Department typically does not approve lots under 20,000 square feet, but have approved lots less than this on a case-by-case basis. The lot is planned on being added to an adjoining lot. Staff stated this will eliminate the minimum lot size issue, but the planning commission reviews lots as "stand alone" lots that must meet the requirements regardless of future intentions. During the discussion, it became evident that the lot has not been purchased by the representatives yet. After further discussion, a motion was made by Steve Fillmore and seconded by Sandy Headrick to grant approval for the plat subject to the stated revisions and all signatures. The motion passed unanimously.

REVIEW CEDAR BLUFF CAMPGROUND SITE PLAN, TAX MAP 97, PARCEL 54.00

A site plan was submitted for property (Tax Map 97, Parcel 54.00) off U.S. 321 within a B-1 District for a proposed campground. The proposed campground will include 21 Recreational Vehicle sites that will have access to water and electricity and be located on Lot 2 of the previous proposed subdivision, which is over 3 acres in area. Initially, a 6-inch waterline was proposed to be extended from the main waterline into the campground with a fire hydrant installed. After consulting with the fire department, it was recommended that the fire hydrant be installed on the main line in the right-of-way of U. S. 321. This will allow adequate access in a public right-of-way and afford the ability to serve multiple properties. A one-inch, looped waterline will be installed throughout the campground. There will be a main office toward the front with a screened waste disposal site. Of the 21 total sites, 7 will be “back-in” sites adjacent to the Little River and will constitute the Phase One section of the campground. There will be two-way shared access 30-feet wide from the edge of the right-of-way into the campground which will then contain one-way access roads around the perimeter and down the middle of the campground. The site plan will be evaluated under Section 8-309, Site Plan Review Requirements and Section 8-311, Recreational Vehicles and Campgrounds. Staff has reviewed the site plan prior to the meeting and a revised site plan was submitted at the meeting. There are still some revisions and clarifications that need to be addressed. Chairman Funk reviewed both sections of the applicable regulations with the planning commission. The main discussion with the representatives addressed the septic system installation, individual hook-ups, the access road, lighting, parking and the buffer strip adjacent to the Little River. Road profiles, drainage calculations and lighting calculations were submitted for review. An in-depth discussion ensued regarding the approval from the health department for septic system installation. The representatives submitted a letter from the health department, but it was not an approving letter. The discussion involved the timing of the approval and site preparation in relation to health department approval. The finished floor elevation for the office is 3 feet above the existing contour depicted on the site plan. Confirmation of consistency with the listed Base Flood Elevation (BFE) is needed for the office and bath house. The proposed sign will be 80 square feet in size and installed toward the front of the lot near the office. The lighting is proposed to be low-level lighting primarily around the office and bath house. After further discussion, a motion was made by Steve Fillmore and seconded by Sandy Headrick to grant approval for the site plan subject to TDOT approval for the access off the highway, health department approval and notes on the site plan stating the buffer strip will be maintained as a vegetative buffer strip and clarifying the lighting. The motion passed unanimously.

DISCUSSION OF PROPOSED CADES COVE WINERY BUSINESS

Representatives for a proposed winery were present to discuss the opening of a winery operation. The planned location for the business is in a vacant building over 400 square feet in size in the Apple Valley Country Stores Shopping Center (Tax Map 96, Parcel 125.00). The representatives stated that the first phase of the operation would involve shipping wine to the store and selling bottles of wine on the premises. There may be limited wine tasting on the site also. The next phase would involve the construction of a new building that would be involved in the processing of wine with an anticipated output of around 15,000 gallons. Some members of the planning commission had questions regarding this operation. Staff provided a hand-out of a comparable winery detailing the general operations and processes involved in a winery. Staff also provided a memo to inform members of the approval process. Generally, the approval process is as follows:

1. Local Approval: is required in addition to a state license for a winery in Tennessee.
2. Health Department: Septic System approval and water supply testing.
3. Department of Agriculture: Facilities approval to include floor plans, layout and compliance with “Good Manufacturing Practices”, which are evaluated by categories that include Plant and Grounds, Equipment & Utensils, Sanitary Facilities & Controls, Sanitary Operations, Processes & Controls and Personnel.
4. Alcohol Beverage Commission
5. Department of Revenue: Label, Sales & Use Tax Registration
6. Bureau of Alcohol, Tobacco & Firearms: Bonded Wine Permit & Label Approval.

There may be other requirements not listed here, but this is the general approval process for a winery. Based on the information provided by the representatives, one concern was that initially, the business would not be considered a winery, but a package store. As defined, a winery is considered “an agricultural processing facility for commercial purposes involving a process of crushing, fermenting, blending, aging, storing and bottling for sale.” The city attorney was present to clarify some issues. City Attorney Carver addressed some of the questions regarding wineries and the state law. After further discussion, the planning commission requested more information about the operation and confirmation that the proposal will comply with all local codes. The planning commission will review this request further on May 10, 2012 at the next regular monthly meeting. No action taken at this time.

REPORTS FROM BOARD OF COMMISSIONERS

Mayor Jenkins introduced three new members to the planning commission; the new members are Jackie Suttles, Steve Fillmore and Sandy Headrick.

OTHER BUSINESS:

None.

At 8:30 PM, with no further business the meeting was adjourned.

Secretary

Date