

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
MARCH 14, 2013

Members Present

Sandy Headrick, Chair.
Steve Fillmore, Sec.
Alicia McClary
David Wietlisbach
Chester Richardson

Members Absent

Michael Talley, Mayor
Joanne Funk, V. Chair.

Others Present

Shelia Moss
Andy Morton
Ron Palewski
Travis Grant
Debi Baum
Mike Garner
Other interested parties

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Headrick called the meeting to order at 6:00 P.M. on March 14, 2013 at the city hall. The minutes from the last regular monthly meeting were reviewed by the members. After review, a motion was made by Steve Fillmore and seconded by Chester Richardson to approve the February 14, 2013 Planning Commission Minutes as written. The motion passed unanimously.

NEW BUSINESS:

REVIEW CADES COVE WINERY SITE PLAN, TAX MAP 96, PARCEL 127

This item has been withdrawn by the applicants. No action taken at this time.

REVIEW KEASLER PROPERTY SUBDIVISION FINAL PLAT

A final plat was submitted at the February 14, 2013 meeting for property (Tax Map 97, Parcel 81.00) indirectly off U.S. Highway 321, west of Tom Henry Road, within an R-1 District. The proposed subdivision is not being pursued at this time. Staff advised the planning commission has 60 days to take action on a subdivision plat. A motion was made by Steve Fillmore and seconded by David Wietlisbach to deny approval of the final plat. The motion passed unanimously.

APPOINTING SECRETARY DESIGNEE

The planning commission considered appointing a designee, in accordance with *TCA 13-4-302*, which permits the planning commission to designate a member to sign plats in the absence of the secretary. After discussion, the consensus of the commission was that the other officers could be permitted to sign off on plats in the absence of the secretary. Staff will update the bylaws of the planning commission to include this option. A motion was made by Chester Richardson and seconded by David Wietlisbach to appoint a designee to sign plats in the absence of the secretary. The motion passed unanimously.

MITCHELL PROPERTY SUBDIVISION (formerly Grant Cabins) FINAL PLAT

A final plat was submitted for property (Tax Map 97, Parcel 103.00) off Old Highway 73 and Old Bridge Road within an R-2 District. The proposal involves seven cabins on a lot of record that will be sold as individual units with common areas. A plat for this property has been submitted at previous meetings under different designs. The last submittal was on December 13, 2012 in which the planning commission reviewed as a Planned Unit Development. The opinion of staff was the cabins could be sold by deed without approving a PUD plat. Subsequently, the city attorney reviewed the covenants of the development to determine if the cabins can be sold by deed. It was not clear what the final legal opinion was on this development. Staff also discussed the possibility of certifying on the plat that it has been reviewed, but approval was not necessary. This would provide a signature on the plat for recording purposes. However, there was not support for this course of action. Staff stated that the property owners need closure to this issue and the planning commission has previously determined that the development was a Planned Unit Development. The consensus of the planning commission was a determination that this is a PUD has already been made by the commission. Following discussion on the plat, the consensus of the planning commission was this was a PUD and that the encroachment within the side setback by one of the cabins could be handled by including a plat note. Generally, the plat note would state that if the existing building was torn down or destroyed, any subsequent building would need to comply with the zoning requirements. A motion was then made by Chester Richardson and seconded by Steve Fillmore to approve the plat as PUD with the included plat note and signatures. The motion passed unanimously.

OLD BUSINESS:

REVIEW DRAFT TRANSPORTATION POLICIES

Staff had provided working copies of transportation policies to the members for review. Staff solicited comments from the members. There are four transportation objectives with their respective policies. Some of the revisions that were agreed upon at the previous meeting were not included in the latest revision. Staff will make the revisions and provide members with copies to review at the next regular meeting. No action taken at this time.

DISCUSSION OF VISION PLAN & DESIGN GUIDELINES

Some of the members had mentioned studying design guidelines for the town at the previous meeting. Staff had cautioned the commission that such guidelines can be subjective, but the process may be worth pursuing even if guidelines are not adopted. Staff had suggested that the guidelines be based on a community visions in the form of a plan. Therefore, staff presented the members with a general outline of a vision plan that could be drafted for Townsend. The plan would focus on a collective vision for Townsend based on input from the local leadership and general public. The design guidelines and a design review board were then discussed in detail. Following this discussion, the consensus of the commission was not to pursue the design guidelines. Staff stated the Strategic Vision Plan could still be pursued and may be beneficial to the town. This plan would not be associated with design guidelines, but have a shared vision that could provide parameters for developments and the emphasis on tourism in the area. Staff provided the members with a survey regarding issues and assets of the community. This planning activity will be discussed further at the next regular meeting.

OTHER BUSINESS:

Staff informed members that a Recreation Board will now be required to be established in a community when considering a Local Parks and Recreation (LPRG) Grant. It is staff's understanding that these types of grants will not be considered without these boards in place. For the short-term, staff advised that the planning commission could be designated as the Recreation Board. The Board of Commissioners would need to establish this board. No action was taken at this time.

STATUS REPORTS:

Staff provided an update on the Great Smoky Mountain Regional Greenway Council (GSMRGC) meeting. The design phase has been awarded to Equinox Environmental Consultation based in Asheville, North Carolina. The Maryville-to-Townsend Greenway terminating in Townsend is in the final design stages. A technical advisory committee has been established staffed by local representatives from Blount County. Becky Headrick is the representative for Townsend on this committee. There are April workshops that will be planned for public awareness of the project. Staff has not seen any designs at this point, but there are some issues to be addressed with topography and right-of-way acquisition that have not been discussed in detail.

At 7:30 PM, with no further business the meeting was adjourned.

Secretary

Date