

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
APRIL 11, 2013

Members Present

Sandy Headrick, Chair.
Michael Talley, Mayor
Joanne Funk, V. Chair.
Steve Fillmore, Sec.
Alicia McClary
Chester Richardson

Members Absent

David Wietlisbach

Others Present

Shelia Moss
Andy Morton
Ron Palewski
Max Smith
Bill Birkholz
Jerry Reed
Steve Sarten
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 April 11, 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 Mayor Talley and seconded by Chester Richardson to approve the March 14, 2013 Planning Commission Minutes as written. The motion passed unanimously.

NEW BUSINESS:

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

A site plan was submitted for review for the Cades Cove Cellars off U.S. Highway 321 in a B-1, General Business District. The plans include a utility layout plan, rendering of the façade and a floor plan. An area devoted to landscaping was also included. The required number of parking spaces was calculated at a minimum of 19 spaces; the plan is depicting 19 spaces plus 2 handicap spaces. There will be a concrete loading/unloading area, but the representatives are proposing to maintain the parking lot as gravel. The zoning requires all parking lots to be paved. Following discussion, the representatives agreed to pave the parking lot. Consequently, the off-street parking profile will need to be submitted. The stormwater run-off was then discussed in detail. The front portion of the property is located within a designated floodplain area and a certified drainage plan is required to be submitted. The representatives indicated that generally the stormwater run-off will be collected on-site and channeled toward U.S. 321 within an existing swale. The required lighting plan was then discussed in detail. The representatives are proposing wall pack lighting with 1 proposed utility pole that will be installed. The commission discussed the need for a lighting plan and decided that the lighting superimposed on the site plan was sufficient. A letter from the health department was submitted for review for a conventional septic system noting that a portion of the adjoining lot that was subdivided a few months ago may be needed for a reserve area. The signage was also discussed with a proposed freestanding sign projected near the front of the property and a wall sign on the front facade. Staff has reviewed the site plan prior to the meeting and revisions have been made to the plan, but there are still some items that need to be addressed. These include the submittal of a drainage plan certified by an engineer, the individual parking spaces drawn to scale and the profile for the parking lot submitted. A motion was made by Chester Richardson and seconded by Steve Fillmore to approve the site plan contingent upon submittal of more detailed parking information and a drainage plan. The motion passed unanimously.

REVIEW TOWNSEND MUNICIPAL PLANNING COMMISSION BYLAWS

Staff presented the bylaws of the planning commission for review. The bylaws were originally drafted and adopted in 1984 and have been amended twice since that time. The digital copy was lost when the state office was dissolved in 2011. Consequently, the bylaws have been re-drafted, but only changes pertaining to the Chairman, Secretary, Special Meetings and a Quorum have been changed from the last hardcopy version. The main purpose for the changes was to include a designee for the signing of plats in the bylaws. Staff reviewed the bylaws with the members and some requested revisions were made by members. Staff will make the revisions and submit a revised version at the next meeting. No action taken at this time.

DISCUSSION OF TOWNSEND STRATEGIC VISION PLAN

Staff provided members with a general outline for the strategic plan. The commission has not decided to pursue this plan yet. Staff discussed the process with the members. Generally, the plan would be based on public input and input from the local leadership on growth and development for the town. The plan would act as a guide and be based on general goals for the town that would be focused on growth and development. The overall purpose of the plan is to establish a consensus on the manner of development for the town and support any possible grant applications that may be submitted in the future. Staff discussed the desire and need of such a plan with the commission. The members will review and consider the plan at the next meeting. No action taken at this time.

REPORTS FROM BOARD OF COMISSIONERS

Mayor Talley reported that the Townsend Board of Commissioners will consider establishing a recreation board at the next regular meeting. Staff was informed last month that these boards need to be established if a Local Parks and Recreational Grant is to be considered by the state. A discussion ensued regarding past actions of the town and the county in establishing a comparable board.

OLD BUSINESS:

REVIEW DRAFT TRANSPORTATION POLICIES

This item was deferred until next month.

REVIEW DRAFT OF ZONING AMENDMENT: SPECIAL EXCEPTIONS FOR CARPORTS

At the January meeting, staff had drafted special use provisions for carports and supplementary regulations pertaining to daycares in order to contrast the two types of regulations as applied to particular uses. Staff had discussed the two processes with the members with the overall intent of providing more flexibility within the local zoning code. The emphasis in the current draft under review was on carports. Staff had drafted some performance standards for permitting carports in established front yards as a conditional use/special exception. Staff had drafted these standards to evaluate whether there are any conditions that would be acceptable for allowing carports in front yards. These standards should be considered as a starting point for the process and not established standards. Staff provided members with an illustration of a typical lot of record with setbacks and established yards and reviewed the draft zoning amendment with the members. The draft included general considerations by the board of zoning appeals in reviewing a special exception request and performance standards that allows a carport to extend no more than 50% past the front of the principal building, prohibits encroachment within setbacks, limits to 25% of the principal building area, limits to 25% of the front yard area and prohibits request for non-conforming substandard lots. After review, members requested some revisions and staff will research this issue further.

OTHER BUSINESS:

The commission discussed the method in establishing yards for lots of records for zoning purposes. Building Inspector Andy Morton informed members of a request to place an accessory building on a lot off Middleton and Domar Drive. The house is located on a corner lot and not oriented toward the street. The zoning code does not define a yard on a lot of record based on the orientation of the principal building.

STATUS REPORTS:

None.

At 8:05 PM, with no further business the meeting was adjourned.

Secretary

Date