

**OAK RIDGE MUNICIPAL PLANNING COMMISSION**

**MINUTES**

**Meeting date:** August 15, 2013

**Call to order:** The regular meeting of the Oak Ridge Municipal Planning Commission (Planning Commission) was held in the Municipal Building, Oak Ridge, TN on August 15, 2013. The meeting convened at 5:30 p.m. with Mr. Domm presiding.

**Members in attendance:** Lauren Biloski, Kelly Callison, Terry Domm, Charles Hensley, Austin Lance, Claudia Lever, Patrick McMillan, Jane Shelton, and Monica Austin Carroll – Staff Representative

**Visitors/Others:** See attached sign in sheet.

**Approval of agenda:** Motion by Mr. Hensley to approve the agenda as presented. Seconded by Mr. Callison followed by unanimous vote to approve.

**Approval of minutes:** A motion by Ms. Lever to approve the minutes of the Regular Meeting minutes on July 18, 2013 as presented. Seconded by Mr. Hensley followed by unanimous vote to approve.

**Consent Agenda:**

- a. August Bond Report – Motion by Ms. Lever to approve the consent agenda as presented. Seconded by Mr. Hensley followed by unanimous vote to approve.

**Business Items:**

- a. Oak Ridge Unitarian Universalist Church Revised Site Plan – Staff recommends approval subject to the following comments:

**A. Planning Department**

- 1. Need to change all references of O-2 zoning district to UB-2. The property was rezoned September 14, 2009. Need to also change the setback information provided on the site plan to reflect the setbacks for the UB-2 zoning district.
- 2. Parking: Sheet C1.2 Site Layout Plan states 102 parking spaces provided but does not indicate how this was determined. Section 11.02 (f) of the Zoning Ordinance requires that one (1) parking space per four (4) seats be provided for churches. Additional information required to determine compliance.

Section 13.02 (e) Parking Configuration 2. Reduction in Apparent Size and Visibility of Parking Areas states that Lines of parking should have a limited run: there shall be no more than 15 contiguous parking spaces between landscaped islands within all commercial zones. The Planning Commission may consider alternative plans for large commercial parking areas.

*\*Alternative Request: The applicant is requesting that the parking be approved as shown on the site plan. The church currently has 80 parking spaces at their existing location and it does not adequately serve their needs. The church hosts many community events in the Social Hall and it has been designed to support up to 225 people for non-traditional religious functions. The applicant is also requesting that Planning Commission approve the four (4) parking aisles that exceed 15 contiguous spaces in a row.*

*Staff response: Staff recommends approval of the parking as shown on the site plan.*

- 3. Signage: All information related to signage needs to be included. All sign requirements for UB-2 zoning districts can be found in Section 14.12 of the Zoning Ordinance. Also note that all signs, temporary and permanent, require a sign permit. Need to add a note to site plan stating that a separate sign permit is

*required for all temporary and permanent signs.*

4. Screening: All dumpsters need to be screened per Section 13.02 (g) Screening 1. Conditions for Screening and Section 13.02 (g) 3. Design Standards b. Nuisance Screening. The building materials for dumpsters needs to match the materials of the buildings. Landscape plantings are required around three sides of all dumpster screens to soften the wood or masonry fence. *Applicant has stated that the church has elected to not have a dumpster at this time. Provide a note on the site plan referencing Section 13.02 (g) Screening 1. Conditions for Screening and Section 13.02 (g) 3. Design Standards b. Nuisance Screening in the event a dumpster is placed on-site in the future.*
5. Landscaping: Per Section 13.02 (f) Landscape 4. Maintenance (4) for all UB-2 Commercial District, either a permanent irrigation system shall be installed or a maintenance bond shall be posted for two years from the date of the issuance of the Certificate of Occupancy. *Need to provide a note on the landscaping sheet. Without the irrigation system, the amount for the maintenance bond will be \$27,210.00.*
6. Per Section 13.02 (d) Architectural Character the uses of certain materials as the primary exterior building material are prohibited in all commercial, office, and multifamily zones. These materials include: vinyl siding (vinyl siding not less than 40 mil is allowed), metal siding, and standard seam metal roofs may be allowed. *Need additional information on proposed metal panels on the exterior of the building to determine compliance.*

## **B. Electric Department**

1. Reference original comment #4, "Place the transformer pad on level ground, maintaining: a minimum of 5' clearance between the pad and back of curb; and a minimum of 5' clearance between the pad and other utilities": 1) make an adjustment to provide a minimum of 5' clearance between the transformer pad and the customer's electrical feed for parking lot lights; 2) show the transformer pad with 5' of clearance from the sidewalk on the civil plans. This is especially important on the grading plan, C1.5.
2. The 5' minimum clearance applies to irrigation as well. Please add a note to L1.0 and L1.1 regarding this clearance requirement.

### *General Comments*

1. Due to their expected spread, CORED recommends that you "shift" the willow oak and the two green giant arborvitae that are adjacent to the transformer pad as CORED will trim them when they reach the pad.
2. Use care when making improvements along ORTP. The underground street light circuit is in the immediate area where the concrete posts are being removed.
3. Use care when extending the Laboratory Rd. entrance as the 13.2kV underground electric runs between the riser pole with the down guy and the vault adjacent to the shrubs. Depending on the grade change, it may be necessary to raise the electric vault.
4. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities. It appears that street light # 124 on ORTP west of the entrance will need to be relocated to accommodate the sidewalk addition. Please confirm as soon as possible as I will need approval and guidelines from TDOT.
5. Any approved plantings or structures in electrical easements will require execution of an easement encroachment form.

### C. Public Works

1. TDOT requires a Highway Entrance Permit for the site work on SR 95 right-of-way. The State's typical pavement section for widening of the deceleration lane is attached for your records. TDOT will accept their required typical section or you can match the existing stone and asphalt thickness. During construction the City will need to review the existing stone and asphalt thickness to make sure adequate thickness exists. Place a note on the site plan sheet that advises the owner/contractor of these requirements.
2. Provide a typical cross section of the deceleration lane that shows the lane width, type of curb and sidewalk (5') with a maximum 2% sloped to the street.
3. Note on the site plan sheet to remove the solid white line in the area of the taper for the right-turn lane.
4. There is no existing median curb on the Turnpike and no new curb is necessary. Provide a note on the plans that the median closure work includes; saw cut asphalt, remove 12" minimum material, backfill, seed and straw and stripe solid yellow lines.
5. The plan notes 2.35 acres of land disturbance. The grading permit fee will be \$95 and there is no requirement for a land disturbance bond.
6. Please move the point of connection to the City sewer collection system approximately 45' to the SE and show it as being in manhole MH:E3-G17-20.

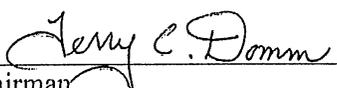
Motion by Mr. Hensley to approve the site plan subject to staff comments. Seconded by Mr. Callison followed by vote of 7 – 0 to approve subject to staff comments with Hensley abstaining due to a conflict of interest.

Motion by Mr. Callison to approve the alternatives as requested to approve the parking and the building material as shown on the site plan. Seconded by Ms. Lever followed by unanimous vote to approve.

### Reports

- a. City Council actions – Mr. Hensley mentioned the first reading of the land bank and the sign ordinance.
- b. Staff Report – Announced that the Planning Commission would be having a training session on August 22<sup>nd</sup> @ 5:30 p.m.
- c. EQAB (C. Agle) - NONE
- d. TSAB (J. Shelton) – NONE
- e. Anderson and Roane County Regional Planning Commissions (Staff) - NONE
- f. Highland View Redevelopment Advisory Board (C. Lever) - NONE
- g. PlanET (K. Baldwin) – NONE.

**Adjournment:** The meeting was adjourned at 6:40 p.m.

  
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Chairman  
Oak Ridge Municipal Planning Commission

10-3-2013  
Date of Approval