

**APPROVED**

**OAK RIDGE MUNICIPAL PLANNING COMMISSION**  
**MINUTES**

**Meeting Date:** August 6, 2015

*The Oak Ridge Planning Commission Business Work Session (Municipal Building Training Room) was held at 5:30 p.m. prior to the regular Planning Commission meeting.*

**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 6, 2015. The meeting convened at 7:00 p.m. with Mr. Domm presiding.

**Members in Attendance:** Terry Domm, Sheldon Green, Charlie Hensley, Austin Lance, Claudia Lever, Patrick McMillan, Zabrina Minor, Jane Shelton, Stephen Whitson, Todd Wilson, and Sheryl Ely, Kathryn Baldwin and Sherith Colverson – Staff Representatives

**Members not in Attendance:** None

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

**Approval of Agenda:** Unanimous vote (10-0) to approve the agenda as presented.

**Approval of Minutes:** Motion by Ms. Lever to approve the Regular Meeting minutes from May 21, 2015 as presented. Seconded by Mr. Hensley followed by unanimous vote (10 – 0) to approve.

**Consent Agenda:**

a. July Bond Report

Unanimous vote (10-0) to approve the consent.

**Business Items:**

a. Main Street Oak Ridge Preliminary Plat

Motion by Ms. Lever to recommend approval subject to the following staff comments outlined in the August 6, 2015 memo.

Electric Department Comments

1. The majority of the electrical infrastructure is not depicted. Please refer to the attached electric department's preliminary plat check sheet, and resubmit a complete package.
2. On sheet #PP1.02, the electric manhole located in the proposed road is not traffic rated. Therefore, relocation/upgrade of that manhole will be required. Please show how this issue will be addressed.
3. On sheet #PP1.02, the manhole that is located at the northwest corner of Wilson Street and East Main Street appears to be halfway on the road and halfway on the sidewalk. If the grading is not going to change, the top of the manhole would be approximately six (6) inches above the sidewalk and approximately one (1) foot above the road. Please show how this potential issue is going to be addressed.

Public Works Comments

Requested variances for tangent lengths as follows:

1. Wilson Street Station 0+31.21

A tangent length of 31.66 feet is proposed from the edge of pavement to the point of curve, which is less than the required 50 feet.

2. Wilson Street Station 10+77.69

A tangent length of 21.85 feet from the edge of pavement to the point of curve, which is less than the required 50 feet.

### 3. Wilson Street Station 11+94.65

A tangent length of 27.77 feet from the edge of pavement to the point of curve, which is less than the required 50 feet.

### 4. West Main Street Station 4+92.53

A tangent length of 0 feet, which is less than the required 50 feet.

- Justification for items #1 – 3 (Having to work within existing ROW)
- Justification for item #4 (Existing curve runs through intersection)

#### Additional Comments:

1. On sheet #PP1.02, the typical roadway section surface shows “D” mix. On the driveway section, you show “E” but on the overlay it just states 1.5 inches with no specifications for type, I am assuming “E” also. I just want to clarify mix type and if the “D” is a typo.
2. Since the contractor will be milling both East & West Main Street, he will tear out the traffic signal loop at both locations. These will be need to be included as a line item to be replaced, preferably when the binder is placed but prior to the surface course. The work will need to be per CORED specifications.

Seconded by Mr. Lance followed by unanimous vote (10-0) to approve subject to staff comments.

#### b. Main Street Oak Ridge Site Plan and Variance Requests

Motion by Ms. Lever to recommend approval of site plan subject to staff’s following comments from the August 6, 2015 memo excluding signage. The motion was amended by the Planning Commission to include a focus on connectivity and pedestrian traffic as the staff proves to be appropriate for the development.

#### Planning Department Comments

1. Per Section 13.02 (e) Parking Configuration b. Pedestrian Circulation, for parking lots with parking spaces in excess of 100 spaces, pedestrian entrances into the structure shall be clearly marked. A sidewalk with a minimum width of 10 feet or scale suitable to size of the structure should be provided for adequate pedestrian protection (this area should be reasonably clear for pedestrian traffic). Pedestrian crosswalks protected by traffic calming devices shall be installed across travel lanes immediately adjacent to the entrance of commercial structures to ensure safe access into established entrances. If a pedestrian sidewalk is present at an adjacent public/private street, then connectivity from the entrance to the sidewalk should be provided.

*\*Alternative Request: The applicant is requesting that this requirement be waived and allow for the pavement striping painted on the asphalt and speed humps be installed at the proposed building entrances to achieve the required traffic calming effect.*

***Planning Staff Comments: Given the size of the overall site, the large number of parking spaces, and the projected amount of traffic utilizing this site including the out parcels, the Planning Staff would recommend that additional measures be made to address the pedestrian entrances into the proposed buildings. Additional measures could include raising the crosswalks or marking the crosswalks with a different texture/color or paving material to ensure that the pedestrian crosswalks are clearly delineated and provide safe access into the entrances.***

2. Landscaping: Per Section 13.02 Design Review (f) Landscape 2. Streetscape “a streetscape area shall be 10 feet in depth behind property lines adjacent to the full boundary of all lot lines adjacent to a public or private street. Street trees shall be located within the streetscape areas.” This section further states that the “street trees shall be planted along streets at least 40 feet on center with relatively even spacing.” These trees should also follow the radius of the entrances to the parking areas and should be canopy trees with a minimum of two (2) – two and one-half (2½)-inch caliper. NOTE: These street trees do not count toward the minimum site plan requirements. Additional information is needed to determine compliance for East Main Street, West Main Street, and Wilson Street, and add language to address the maintenance of the streetscape landscaping along these streets.

#### Public Works Comments

1. The basin at the corner of South Illinois Avenue & South Tulane Avenue is for detention, not sediment. Please add a note stating that if sediment is observed entering it, the City reserves the right to require the basin be cleaned and restored to its original volume.

#### Electric Department Comments

1. Sheet #U1.01. At the corner of South Tulane Avenue and South Illinois Avenue, extend Underground (UG) power lines and related easements to property line.
2. To avoid conflicts, please show existing electric easement dedicated for Parcel 485.29.
3. Construction of roadway as indicated interferes with existing infrastructure. This will have to be addressed before more detailed plans are approved.
4. Conflicts with indicated overhead lines, guy positions, and trees will have to be addressed before more detailed plans are approved.
5. Several proposed transformers appear to be too close to buildings. Please refer to CORED standards 330 and 710 transformer placement. This shall be resolved prior to issuance of building permit.
6. Sheet #C5.02: Identifies the sidewalk terminating at the entrance to the apartments. Delineate the existing sidewalk that continues south adjacent to the west side of Rutgers Avenue. Pedestrian signalization should be added for this crossing.
7. Sheet #C5.04: Traffic signal notes, Item #13, the phrase "approved equal" needs to be added at the end of the first sentence in the paragraph. Footnote, Item #9, statement should match Traffic Signal note #13 including the phrase "approved equal."

Motion by Ms. Lever to approve the signage package as outlined in the December 10, 2014 approval as basis for the compilation of the overall total square footage of retail space, the number of tenants, multiple entrance points, and the overall size of the site as stated in the following note:

*To approve four (4) signs to designate the entrances from South Illinois Avenue, South Tulane Avenue, Oak Ridge Turnpike, and at the new entrance to be constructed on Rutgers Avenue. Monument signs at entrances on South Illinois Avenue and Oak Ridge Turnpike would be 404 square feet of surface display area and approximately 30 feet in height. Proposed signs for the entrances on South Illinois Avenue and Rutgers Avenue would be 85 square feet of surface display area and 10 feet in height. The new signs for South Tulane Avenue and Rutgers Avenue are significantly smaller in overall size and the major monument signs for South Illinois Avenue and Oak Ridge Turnpike are slightly smaller in overall size.*

Seconded by Mr. Hensley followed by a unanimous vote (10-0) to approve subject to staff comments.

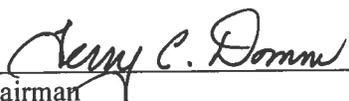
#### Reports

- a. City Council Actions – Mr. Hensley reported on the recent meetings and work session that City Council had in the past few weeks – National Park Headquarters update, development of city concerns, tax rate, retirement of Deputy Police Chief (Alan Massengill) and proposed changes to the Secret City Festival.

Mr. Hensley moved to develop a Planning Commission signed resolution in support locating the National Park in Oak Ridge. Seconded by Mr. Whitson followed by a unanimous vote (10-0).

- b. Staff Report – None
- c. TSAB (J. Shelton) –Ms. Shelton provided information on an accident study.
- d. Anderson and Roane County Regional Planning Commissions (Staff) – None

**Adjournment:** The meeting was adjourned at 7:32 p.m.

  
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Chairman  
Oak Ridge Municipal Planning Commission

12-19-2015  
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Date of Approval