

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

**APPROVED**

**Meeting Date:** January 7, 2016

**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 January 7, 2016. The meeting convened at 6:12 p.m. with Mr. Whitson presiding.

**Members in Attendance:** Charlie Hensley, Sharon Kohler, Austin Lance, Claudia Lever, Jane Shelton, Stephen Whitson, Todd Wilson, and Hans Vogel. Staff Representatives – Kathryn Baldwin, Sherith Colverson, and Andrea Kupfer.

**Members not in Attendance:** Patrick McMillan and Zabrina Minor

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

**Approval of Agenda:** Unanimous vote (8 – 0) to approve the agenda as presented.

**Approval of Minutes:** Motion by Ms. Lever to approved the corrected December 17, 2015 minutes. Seconded by Ms. Kohler followed by unanimous vote (8 – 0) to approve.

**Consent Agenda:**

a. None

**Business Items:**

a. Resubdivision – Main Street Oak Ridge

Motion by Mr. Lance to recommend approval subject to staff comments from both the December 31, 2015 and January 7, 2016 memos.

December 17, 2015 Memo Comments

Planning Department

1. The plans must contain the surveyor's seal and signature on all sheets.
2. All submittal and revision dates should be documented.
3. Parcel number 485.07 is no longer identified and should be added to maintain consistency with the notes.
4. The new addresses for the proposed lots should be documented.
5. A statement indicating this plat vacates and supersedes the previously filed plat, along with the plat book and page number for the previously filed plat, is required.
6. Old acreages, dimensions, bearings, and lot numbers must be shown in parentheses ().
7. A statement indicating the proposed setbacks for the PUD must be included.

Electric Department

1. On Parcel 485.41, please show electric line all the way to the South West corner of the lot with related easement.
2. On parcel 485.29, show existing electric easement dedicated for the lot.
3. On parcel 485.46, show a proposed electric easement in order to serve the lot.
4. Please show the electric line that is connected to the transformer serving Belk.
5. Please show easements on ALL electric lines depicted on this drawing packet.
6. Please refer to the electric check list for resubdivision and include the electrical notes and signature block

Public Works Department

1. Need a cover sheet with sheet layout showing match lines.

2. Provide a Legend on every sheet.
3. Provide curve and line tables on each sheet specific for the sheet it references.
4. Final submittal will require Surveyor's Seal dated and signed on all sheets.
5. Plans need Grid Lines with a tie to Boundary.
6. Property lines bearing and distances will be review when drawing rotated into Oak Ridge Administrative Grid.
7. Need to show the record bearing and distance for each property line if different.
8. See sheets provided for mark-up of Existing Utilities and Easements (Water, Sewer, and Storm).
9. Added labels and locations for private utilities.
10. Add note about detention basin maintenance and responsibility (see below for example).
11. Add note about maintenance and responsibility of private storm drainage lines (see below for example).
12. Would prefer it if some of access easements could be referenced in a note in order to eliminating so many hatch patterns. (would like deed book and page numbers referenced)
13. Will need to provide a construction estimate to provide water and sewer to all platted lots for Public Works review and approval. Then a bond for construction cost will need to be posted with City Finance Department before filing of plat. Easements will need to be dedicated on plat or acquired to provide access to water and sewer to all platted lots.
  - a. Parcel 485.41 has sewer access but no water access
  - b. Parcel 485.42 has water access but no sewer access
  - c. Parcel 485.43 has no water or sewer access
  - d. Other Lots have access to both water and sewer (Parcels 485.44-485.49, 485.07)

January 7, 2016 Memo Comments

Planning Department

8. The new addresses for the proposed lots should be documented.
9. Old acreage for parcel 485.07 must be shown in parentheses ().
10. Easement Encroachment Forms will likely be required for most, if not all, of the proposed parcels.
11. A statement indicating the proposed setbacks for the PUD must be included.
12. Existing zoning should be shown on all sheets.
13. Provide an electronic copy of proposal once finalized.

Public Works Department

1. Final submittal will require Surveyor's Seal dated and signed on all sheets.
2. All certifications shown on the cover plus the surveyor's certification needs to be on all sheets.
3. General notes need to be shown on all sheets.
4. Legend can be scaled down and minimized to add space for above info.
5. Old dimensions/record calls need to match previous drawing provided (see email sent 12/23/15) do not need delta angle or chord information if record call did not show.
6. Updated utility easements modifications (see attached mark-ups):
  - a. Sheet 1 – show and label private manholes and lines for the sanitary sewer line.
  - b. Sheet 2 – show and label the waterline with easement at the intersection of Rutgers and Mall Road (Walmart/Comfort Inn) line was on previous submittal.

- c. Sheet 3 – The private sewer lateral shown from manhole in Wilson Street to Staples needs to be removed.
  - d. Sheet 4 – The waterline shown between the 14” water main along Rutgers and property line needs to be removed.
7. Will need to provide a construction estimate to provide water and sewer to the following platted lots (Parcel 485.41-water, Parcel 485.42-sewer, Parcel 485.43-sewer and water) for Public Works review and approval. Then a bond for construction cost (letter of credit or cash) will need to be posted with City Finance Department before filing of plat with proposed easements for Parcels 485.41, 485.42, & 485.43

#### Electric Department

7. Please show a 40' easement instead of 25' on East Main Street only, in order to cover the existing traffic signal loop.
8. Please show Electric notes shown on sheet# 4 of 4, and signature block shown on the title page on ALL sheets.
9. Please show either the proposed electric route with related easement to serve parcel 485.46 or add a note indicating “there is no electric service available to Parcel 485.46, nor is there any provision for future electric service to this lot” and a note indicating Parcel 485.46 will be non-buildable.

#### Informational Comments

1. Although lot line for parcel 485.29 is shown as to be abandoned, it is recommended that the existing electric easement be shown to remind the City that it needs to be abandoned.
2. The City of Oak Ridge Electric Department (CORED) will need a bond for Parcel 485.46. After a proposed electrical route with easement is in place, CORED can determine the bond amount. The bond for construction costs (letter of credit or cash) will need to be posted with the City Finance Department before the filing of the plat.

Seconded by Ms. Level followed by a unanimous vote (8 – 0) to approve subject to staff comments

#### Other Items:

- a. Election of Officers  
Stephen Whitson elected to Chairperson by vote of 8 – 0.  
Austin Lance elected to Vice Chairperson by vote of 8 – 0.  
Claudia Lever elected to Secretary by vote of 8 – 0.

#### Reports

- a. City Council Actions – Mr. Hensley reported the next meeting will be held on January 11, 2016.
- b. Staff Report – None
- c. TSAB (J. Shelton) – Ms. Shelton reported the new stoplight on Oak Ridge Turnpike in front of Oak Ridge High School has been installed.
- d. Anderson and Roane County Regional Planning Commissions (Staff) – Ms. Baldwin reported the Anderson County Planning Commission is working on revisions to their comprehensive plan. The County and Oak Ridge Community Development Department will meet to ensure potential future annexations and development plans are documented. Several Planning Commission members requested a Work Session to discuss and prioritize planning needs for the future. Mr. Whitson requested staff brief all Planning Commission members on state enabling legislation and their duties and responsibilities as Commission members.

**Adjournment:** The meeting was adjourned at 6:33 p.m.

  
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Chairman  
Oak Ridge Municipal Planning Commission

  
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Date of Approval