MINUTES OF THE
GATLINBURG MUNICIPAL/REGIONAL PLANNING COMMISSION
June 18, 2020
THURSDAY, 5:00 P.M., CITY HALL

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Robert Maples	Jackie Leatherwood	Casey Huffaker
Kirby Smith		Gus Floodquist
Larry Claiborne		
Don Smith		
Bud Ogle		
Cam Caton		

Staff Representatives: David Ball, Building & Planning Director
Joe Barrett, ETDD
Penny Douglas, Executive Secretary

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Robert Maples called the meeting to order at 5:00 P.M. The minutes of the May 21, 2020 meeting were unanimously approved following a motion by Mr. Bud Ogle and a second by Mr. Kirby Smith.

STAFF REPORT

Staff welcomed new Board Member Mr. Cam Caton and expressed appreciation to Mr. Charlie Moore for his years of service to the Board.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

OLD BUSINESS

NEW BUSINESS

Preliminary and final plat approval for a re-subdivision of Tax Map 117D, Group A, Parcel 06.00 and an adjoining unnamed right-of-way, located off East Highland Drive, R-2 Zone, requested by Norvell and Poe Engineers.

Staff presented the request for a plat approval for a minor re-subdivision of Tax Map 117D, Group A, Parcel 6, and an adjoining unnamed 40' right-of-way off East Highland Drive to create a public turnaround area for the unnamed right-of-way for the future improvement and dedication of the right-of-way as a public street. Ms. Casey Huffaker, the project engineer, stated that the E-911 Offices had provided the name of "Highlands Glades Drive," for the name of the street.

Staff stated that the request consists of a minor re-subdivision of Tax Map 117D, Group A, Parcel 6 to create a T-turnaround area for the unnamed 40' right-of-way area that extends from East Highland Drive along the southwest boundary of Parcel 6 up to West Highland Drive. Staff added that the property owners of Parcel 6 are proposing a four (4) unit Planned Unit Development project on the 3.66 acres. The platted unnamed 40' right-of-way area that adjoins the property will serve as the main access road to the development. The developer is proposing to improve the 40' right-of-way to subdivision standards for approximately 465' for the official acceptance by the City as a city street. The improvements will extend up to the point where the private street intersects the street at which point the applicant is proposing a T-turnaround to provide for a public turnaround area. In order to accommodate the full turnaround area for the T-turnaround, a portion of the private property is required to be re-platted and improved with the street improvements.

Staff noted that the road plans indicate that the right-of-way will be improved to a paved street width of 24' at grades ranging from 5% up to a maximum of 13%. The proposed turnaround area is depicted at a 3.5% grade and is shown at 20' x 60' of paved street surface. The plan indicates that ditch lines will be located on both sides of the road improvements and will flow down to East Highland Drive. The plan also indicates that a new 24' tile will replace a tile that currently exists in the existing ditch line of East Highland Drive at the new roadway intersection.

The plan also includes upgrades to an approximate 170' of public water line located in East Highland Drive from a 2" line to a 6" ductile iron line. The new 6" ductile iron line will also extend up the 40' right-of-way to the private street entrance into the proposed PUD development at which point a master meter will separate the public line from the private water system. Ms. Huffaker stated that the only utility in the right-of-way was water. Staff stated the at there would be about 450' for the City Street. An additional fire hydrant will be placed near the T-turnaround area for added fire protection in this area. In addition, the plan depicts a proposed extension of an 8" public sewer line from the manhole located in the right-of-way area of East Highland Drive. The sewer line extension consists of approximately 250' of 8" sewer line with two (2) added manhole fixtures. The Utility Department has reviewed the proposed plan for the water and sewer upgrades and new system extensions and are satisfied with the proposal. The plat lacks the following information: Signature of Ownership and Dedication, Utility Signature of Approval, E-911 Signature of approval, and Sevier County Electric System Signature of Approval. Also lacking is a street name for the unnamed 40' right-of-way area. A name will have to be assigned and approved by the E-911 Offices. In addition, a letter of credit or bond will be needed for the utility improvements within East Highland Drive right-of-way and the proposed roadway and utility improvements within the unnamed right-of-way. Upon completion of the improvements, a formal acceptance process will be undertaken which will involve both the Planning Commission and City Commission to designate the street as a City Street.

After a brief discussion, Mr. Don Smith made a motion to approve the request and Mr. Kirby Smith provided a second which was passed with members voting "aye".

Review and consideration for a Final PUD site plan approval for "Cottages of the Glades," being Tax Map 117D, Group A, Parcel 06.00, located off East Highland Drive, R-2 Zone, requested by Norvell and Poe Engineers.

Staff presented the request for a final PUD site plan approval for "Cottages of the Glades," located on East Highland Drive and being Tax Map 117D, Group A, Parcel 6. The request consists of a final PUD site plan approval for the "Cottages of the Glades Planned Unit Development." Staff stated that the request is for a final PUD site plan for a proposed 4-unit residential rental development on a 3.66 acre tract located off East Highland Drive. The plan indicates that the four (4) units will be 3-story units consisting of 11,250 square feet each for a total density .28 floor area ratio. The allowable floor area ratio for the 3.66 acres is .50 or 79,717 square feet. The total building area of all buildings is 45,000 square feet. The development will be accessed via East Highland Drive and Highland Glades Drive. Staff added that Highland Glades Drive is a 40' right-of-way is approximately 450' in length and will terminate with a T-turnaround area. The proposed right-of-way will be improved with a 24' wide paved street surface to meet the subdivision standards and then dedicated as a public street. At the termination point of the public right-of-way, a paved 24' wide private street portion is depicted to extend onto the subject private property for approximately 256' in length to a T-turnaround area located adjacent to the proposed dwelling units. The private street sections consist of grades that range from 3.5% up to a maximum of 15% grade. Staff ask if the they had a name for the private street. Ms. Casey Huffaker stated E-911 will be off Highland Glades Drive. Ms. Huffaker stated that unit 1 will have its own driveway and water meter, the other three units will run from a master water meter.

Staff noted that the plan indicates that public utilities are not available to the property without an extension of the public utilities within East Highland Drive Right-of-way Area. The proposed 6" public water line extension will provide for both domestic and fire protection and will be extended from its current location in East Highland Drive for the entire length of the unnamed right-of-way. The utility plan indicates that two (2) fire hydrants will be included with one hydrant being placed on the private property and one on the improved right-of-way area. The plan shows that a master meter will be established just beyond the public right-of-way turnaround area on the private property side. The sewer service to the property will occur through the extension of the existing public sewer line located in East Highland Drive. The existing public system will be extended to the south portion of the property and terminated at a new manhole fixture. From the new manhole location, the plan depicts two (2) private system lines with a separate line extend to Unit #1 and another line to serve Unit Numbers 2, 3, and 4. The Utility Department has reviewed the proposal to extend the utilities to the property and are satisfied with the design and layouts.

Staff explained that the PUD plan indicates that each of the four units will be served with 9 parking spaces for a total of 36 spaces. All of the units and parking spaces are accessed with the private street with exception of Unit #1 which will be directly accessed via the unnamed 40' right-of-way. However, as mentioned in Item 6(a), it is the developer's intention to name and improve Highland Glades Drive right-of-way area to meet subdivision standards and then dedicate the improvements for the formal acceptance by the City as an official city street.

Staff noted that the engineer has provided a stormwater analysis report which indicates that no detention is required for the project. Staff further noted that the plan included a landscape plan that depicts added landscaping in areas of disturbance and that all existing wooded areas outside of the unit and roadway improvement areas are to remain undisturbed and naturally vegetated. Staff stated that the final PUD site plan lacks the following: street signage detail, legal documentation and covenants for the development. Staff added that as mentioned in Item 6(a) the public right-of-way improvements associated with paving and utilities will have to be bonded or secured with a surety prior to issuance of development permits for the property.

After a brief discussion, Mr. Bud Ogle made a motion to approve the request and Mr. Kirby Smith provided a second which was passed with members voting "aye".

Review and consideration for a proposed rezoning of Tax Map 126O, Group A, Parcel 004.00, located at 517 Sunset Drive, from R-1A (Low Density Residential) to C-2 (General Business) District, requested by Arjun Patel.
This item was pulled from the agenda at the request of Mr. Arjun Patel.

Adjournment
The meeting was adjourned at 5:25 p.m. upon a motion by Mr. Larry Claiborne and second by Mr. Don Smith which was unanimously approved by the Board.

Approved:

Jackie Leatherwood 7/16/20

Planning Commission Secretary **Date**