

Eddie Pierce
Mayor

City of Red Bank
Municipal Planning Commission

Tim Thornbury
City Manager

WORKING MEETING AGENDA
August 13th, 2019
12:00 pm
Red Bank City Hall

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

- | | |
|---|---|
| ☐ Commissioner Cannon | ☐ Commissioner Millard |
| ☐ Commissioner Hafley | ☐ Commissioner Smith |
| ☐ Commissioner Browder | |

III. Agenda items for the regular planning commission meeting:

- A. CONSIDERATION OF THE MINUTES
 - 1. July 18th, 2019
- B. NEW BUSINESS
 - 1. Review of the Subdivision Regulations
- C. UNFINISHED BUSINESS
- D. OTHER BUSINESS

IV. ADJOURNMENT

Eddie Pierce
Mayor

City of Red Bank
Municipal Planning Commission

Tim Thornbury
City Manager

REGULAR MEETING AGENDA

August 15th, 2019

6:00 pm

Red Bank City Hall

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

☐ Commissioner Cannon

☐ Commissioner Millard

☐ Commissioner Hafley

☐ Commissioner Smith

☐ Commissioner Browder

III. INVOCATION – Commissioner Smith

IV. PLEDGE OF ALLEGIANCE – Commissioner Hafley

V. CONSIDERATION OF THE MINUTES

A. July 18th, 2019

VI. NEW BUSINESS

VII. UNFINISHED BUSINESS

VIII. OTHER BUSINESS

IX. ADJOURNMENT



MUNICIPAL PLANNING COMMISSION

Eddie Pierce
Mayor

MINUTES
June 20th, 2019
6:00 p.m.
Red Bank City Hall

Tim Thornbury
City Manager

I. CALL TO ORDER

Commissioner Hafley called the meeting to order at 6:04 pm.

II. ROLL CALL

Commissioner Browder called the roll. Commissioners Hafley, Millard, Smith and Browder were in attendance. The Commission's planning advisor from the Southeast Tennessee Development District was also present. Additional attendees are included on the sign-in sheet and in the minutes.

III. INVOCATION

Commissioner Smith gave the invocation.

IV. PLEDGE OF ALLEGIANCE

Commissioner Hafley led the pledge of allegiance.

V. CONSIDERATION OF THE MINUTES

A. May 16th, 2019 Meeting Minutes

Revised minutes were provided by staff. Commissioner Browder motioned to approved the minutes as written. Commissioner Smith seconded the motion. The motion passed unanimously.

VI. NEW BUSINESS

A. Preliminary Plat, Major Subdivision, 4701 Delashmitt Rd., Collier Construction

Staff stated that the applicant had submitted a revised plat that included all requested changes, including the sidewalk along Delashmitt Road, extension of the right-of-way to the property line, and a crosswalk across Strong Avenue at Delashmitt Road. Staff stated that they had reviewed the minutes from the rezoning hearing, and that the preliminary plat met these requirements, including the maximum of 34 residential lots.

Mr. Bryant Black and Mr. Wiatt Wyhunt were present to represent the plat. They gave an overview of the plat, stating that they made the changes that were requested by staff and the Planning Commissioners.

Commissioner Browder asked if the sidewalk width met ADA standards. The applicant stated that it does. Commissioner Browder stated that she thought the crosswalk was needed at this location.

Commissioner Millard asked the applicant when construction would start. Mr. Black stated that they are meeting with the architects to develop a prospectus and construction would start in about a year. He stated that site preparation would start within the next several weeks.

Staff stated that they recommended approval of the preliminary plat as submitted.

Commissioner Hafley moved to approve the Preliminary Plat of the Delashmitt Subdivision as submitted. Commissioner Smith seconded the motion. The motion passed unanimously.

Commissioner Millard asked the applicant what the price range would be on the homes. The applicant said that they had not solidified the range, but they expected it to be in the mid-200's in order to attract young families.

B. Zoning Map Amendment, R-1A Residential to R-T/Z Residential, 519 Marlow Dr E, Carolyn Robinson

Staff informed the Planning Commission that the applicant had withdrawn her application.

C. Properly Presented New Business

Commissioner Hafley stated that he would like to review the Subdivision Regulations, as they seem confusing and outdated. He requested that staff and all Commissioners review the regulations prior to the next meeting.

VII. UNFINISHED BUSINESS

IX. ADJOURNMENT

Commissioner Browder moved to adjourn; second by Commissioner Smith. Adjourned at 6:22 PM.

Chairman



MEMORANDUM

To: Members of the Red Bank Planning Commission

Cc: Tim Thornbury, Public Works Director; Wiatt Wehunt, AD Engineering

From: Ashley Gates, Regional Planner

Date: July 10, 2019

Subject: Preliminary Plat for Delashmitt Subdivision

SUMMARY

The Red Bank Municipal Planning Commission requested a review of the Subdivision Regulations to make them more consistent and user friendly. A review of the entire subdivision regulations can take a significant amount of time and study, but staff recommends that the Planning Commission focus on the following areas to make the regulations more user friendly without changing the intent of the regulations:

1. Create a flow chart of the subdivision review chart
2. Create checklists for each type of plat
3. Consolidate plat types to avoid confusion
4. Update submission requirements to reflect available technology
5. Clarifying signature requirements
6. Reorder the regulations in a way that makes sense
7. Referencing ADA Requirements

ANALYSIS

The Red Bank Subdivision Regulations are generally not user-friendly and oftentimes inconsistent and confusing.

Flowchart

Many municipalities use flowcharts to guide surveyors and developers through the development process. A draft of a flowchart for Red Bank is included in the Appendix.

Checklists

Providing developers and surveyors with plat can save staff time and avoid delays in plat approval. A sample checklist from another municipality has been included in the Appendix. The Red Bank Subdivision Regulations have requirements for the following plat types:

- Preliminary Plats – Major Subdivisions Only

- Final Plat – Major and Minor subdivisions
- Administratively Approved Plats
- Administratively Approved Plats with Variances
- Corrective Plats and Revised Plats

In addition to the above, a chart of the design standards could be developed to make those requirements more easily researched. ADA requirements could also be included in this chart.

Plat Types

Red Bank Subdivision Regulations have different requirements for the above plat types. These can be consolidated in the following manner to avoid confusion:

- Corrective and Revised Plats are a subtype of Administratively Approved Plats, with the only difference being the title of the plat.
- Administratively Approved Plats with Variances cannot be administratively approved, therefore should follow the procedures for Final Plats – Minor Subdivisions

Submission Requirements

Hamilton County GIS now accepts CAD files via email, which should be reflected in the requirements. The number of paper copies needed for Planning Commission meetings should also be clarified.

Signature Requirements

Specific signature requirements are not listed and should be listed. Plats are often submitted with Chattanooga signature blocks.

504

SIGNATURE BLOCK

The Hamilton County GIS Department requests that all subdivisions using a CAD have the appropriate signature block on the submitted final plats.]

Organization of Regulations

These regulations were adopted and changed over time, and this is reflected in the organization of the document. Staff suggests the following:

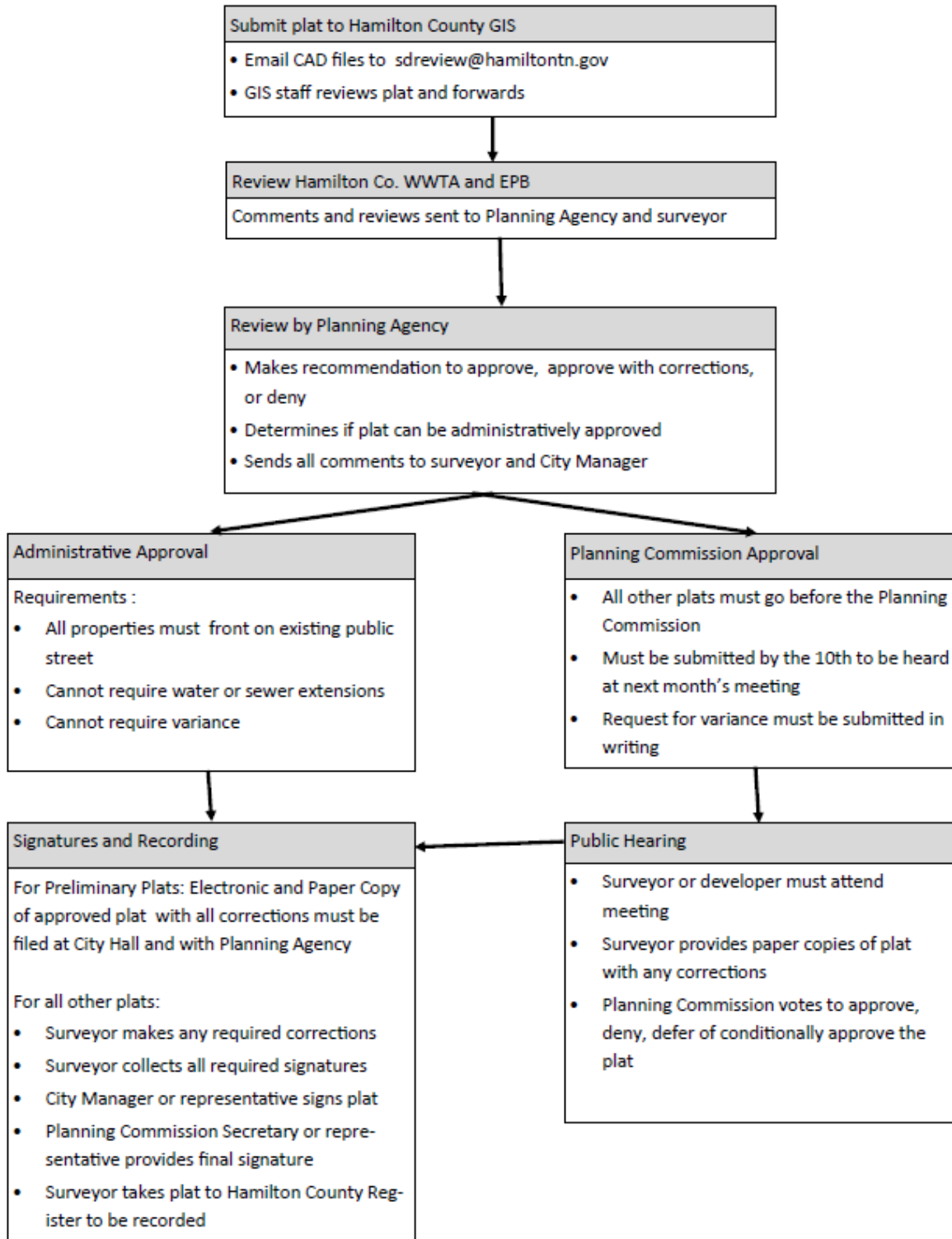
- Move definitions to the beginning of the document
- Include all plat requirements in Article 4, some are included in Article 2
- Label all images in the Appendix and list where they are referenced

Reference ADA Requirements

The ADA requirements and the requirements that should be on the plat should be listed. The regulations can either reference another part of the Municipal Code or list specific requirements for a plat. Any other portions of the Municipal Code that the City Manager or Public Works Director utilizes to review a plat should be referenced in the document.

APPENDIX

Red Bank, TN Subdivision Review Process



CHECKLIST FOR STAFF APPROVED PLATS

REQUIREMENTS FOR STAFF APPROVAL:

- Involves two or fewer lots
- Does not require variances
- Does not involve construction of new street or change in existing street
- Does not require extension of water, sewer or gas lines
- Access is not proposed over an access easement

CHECKLIST:

- _____ Labeled "Final Plat"
- _____ Name of subdivision
- _____ Drawn to a scale of one inch equals one hundred feet on the specified sheet as required in the subdivision regulations (If multiple panels submit cover showing entire property at scale to fit page)
- _____ Name, address, and phone number of owner of record, subdivider, and surveyor
- _____ North point, graphic scale, and date of drawing
- _____ Tax map and parcel number of the property being subdivided
- _____ Location map with north point showing the site in relation to surrounding area
- _____ Vicinity map showing location of the lot within existing subdivision (if applicable)
- _____ Bearings of property lines, and sufficient data to locate all lines including radii, angles, and tangent distances
- _____ Acreage of the lots and adjacent lots
- _____ Location, dimensions, and purpose of any easements and any areas to be reserved or dedicated for public use
- _____ Dimensions to nearest 10th of a foot and angles to nearest minute
- _____ Lot lines, alleys, and building setback lines
- _____ Location and description of monuments and markers
- _____ Names, addresses and locations of adjacent properties
- _____ Lines, names, designation and widths of all streets and roads
- _____ Lots numbered in numerical order.
- _____ FEMA map and panel number stated in notes and all flood limits shown
- _____ Drainage and existing natural drainage easement locations
- _____ Deed book reference by volume and page number
- _____ Statement (on plat or attached document) of any private covenants or deed restrictions
- _____ Certification of Ownership and Dedication
- _____ Certification of Registered Surveyor
- _____ Certification by Planning Commission of Approval for Recording
- _____ Certification by Planning Staff on Approval of Minor Plat

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