



Municipal-Regional Planning Commission
Meeting Agenda

Atoka Town Hall
334 Atoka-Munford Avenue

Thursday, November 18, 2021
6:30 p.m.

- I. Call to Order & Establishment of a Quorum**
- II. Approval of the Minutes**
Regular Commission Meeting – October 21, 2021
- III. Reports**
Code Enforcement Monthly Activity Report
- IV. Old Business**
Oak Creek II Acceptance Discussion
- V. New Business-**
- VI. Miscellaneous Items from the Planning Commission**
- VII. Citizen Concerns.**
- VIII. Adjourn**



Municipal-Regional Planning Commission

Public Hearing -Minutes

Atoka Town Hall
334 Atoka-Munford Avenue

Thursday October 21, 2021
6:30pm

Meeting - Minutes

The **Atoka Municipal/Regional Planning Commission** met with the following members present:

Keith Moore
John Harber

Michael Smith
Stephen Shopher

Absent: Jonathan Fortenberry

Vicki Shipley

Danny Feldmayer

Also attending:

Amanda Faurbo, Assistant to the Town Administrator
Marc Woerner, Town Administrator
*Attached Sign In sheet

Rex Wallace, Codes Director

- I. Chair Shopher called the meeting to order at 6:30pm and established a quorum.
- II. **Approval of the September 16, 2021, Minutes**- Commissioner Harber made a motion to approve the September 16, 2021, minutes as presented. Commissioner Moore seconded. All Approved. Motion carried.
- III. **Reports- Code Enforcement Monthly Activity Report** – Staff was available for questions.
- IV. **Old Business**- None
- v. **New Business**
 - A. Consideration of Sign Permit Applications:
 1. Sew Squared. 176 Wesley Reed Suite B submitted an application for an over the door sign for an existing commercial building. Commissioner Moore made a motion to approve the application for the sign request. Commissioner Smith seconded. All Approved. Motion Carried.
 2. Lootz Collectibles. 101 Wesley Reed Suite A submitted an application for an over the door sign for an existing commercial building. Commissioner Harber made a motion to approve the application for the sign request. Commissioner Moore seconded. All Approved. Motion Carried.
- v. **Miscellaneous Items from the Planning Commission-**

- A. Commissioner Harber inquired about a property in the planning region on Hickory Lane that is supposedly running a vehicle repair business on their residential property. Chair Shopper advised that he will reach out to William Veazy with the County Planning Department.
 - B. Commissioner Harber inquired on the status of Aire Serv and the fencing requirement. The Commission advised Director Wallace to send a certified letter to Mr. Downing and advise him that he is needed at the November Planning Commission Meeting.
 - C. Commissioner Harber requested status on permitting or site plan review on accessory structure near the corner lot of Atoka Munford and Main Street. Chris Loudenbeck owns a business and has placed the structures on the empty lot. Director Wallace advised that Mr. Loudenbeck stated to him that he had a business license for that area, and he did not need a permit to conduct business from that lot. Town Administrator advised that all accessory structures need permits.
 - D. Commissioner Harber requested status of the Ballfield at Rosemark Road. Mounds of dirt, trailers, port a potty are on the lot. Director Wallace advised that the lot is up for sale at this time.
 - E. Commissioner Harber asked if there was anyone in attendance from Jill Cove. Discussion occurred questioning if they are doing business from the shop. Director Wallace advised that he would look into the situation
- VI. **Citizen Concerns-** Tina Bryant 2375 Meade Lake Road. Spoke about the lot on Meade Lake & the concrete in the creek. She wanted to verify that the flood map information was updated on the Maple Woods Village preliminary Plat. The correction to the flood map on the plat was confirmed by staff.
- VII. **Adjourn**
Commissioner Moore made a motion to adjourn. Commissioner Smith seconded. All approved.
- Meeting adjourned at 7:05pm.**

Stephen Shopper, Chair

Amanda Faurbo, Clerk

Code Enforcement Monthly Report
Fiscal Year 2021

PERMIT INFORMATION	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Building Permit - Commercial		1		2									1
Building Permit - Industrial		0											0
Building Permit - Residential - Addition	3	2	3	1									5
Building Permit - Residential - New Build	7	5	1	4									12
Building Permit - Residential - Upstairs Finish	2	1		1									3
Misc Permit - Detached Garage		0											0
Misc Permit - Fence	1	3	3	1									4
Misc Permit - Fireworks Stand		0											0
Misc Permit - Pool Permit		2	1	1									2
Misc Permit - Sign Permit	1	0		2									1
Misc Permit - Storage Shed	3	1	1	1									4
TOTAL PERMIT INFORMATION	17	15	9	13									54.00
CERTIFICATE OF OCCUPANCY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Certificate of Occupancy - Commercial	0	0											0
Certificate of Occupancy - Industrial	0	0											0
Certificate of Occupancy - Residential	6	13	3	18									19
TOTAL CERTIFICATE OF OCCUPANCIES	6	13	3	18	0	40							
BUILDING INSPECTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Form Board / Set Back Inspection	5	5	1	2									10
Footing Inspection	2	1	1	1									3
Plumbing Inspection	4	5	4	6									9
Sheeting Inspection	9	3	4	7									12
Brick Ties Inspection	12	8	8	19									20
Framing Inspection	16	8	9	15									24
Insulation Inspection	4	6	4	15									10
TOTAL BUILDING INSPECTIONS	52	36	31	65									184
CODE ENFORCEMENT ACTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Municipal Court Citations													
Property Maintenance Complaints - Closed	46	12	49	60									58
Property Maintenance Complaints - Received	57	15	67	63									72
TOTAL CODE ENFORCEMENT ACTIONS	103	27	116	123									130
PERMIT FEES	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Collected Fees	\$7,103	\$3,538	\$1,119	\$3,743									\$15,503
TOTAL PERMIT FEES	\$7,103	\$3,538	\$1,119	\$3,743									\$15,503
COMMENTS													
1. GRINDER SYSTEM	15 LETTERS TO BUILDERS ON SUB. REGULATIONS												



P O BOX 39 ATOKA TN 38004 901 837 1366

July 1, 2021

Dear Town of Atoka,

This is a written request for the Town of Atoka to accept Oak Creek Phase 2.

In May of 2020, Apex met with the Town of Atoka officials requesting Oak Creek phase 2 be accepted. The Town of Atoka had Smith Seckman Reid, Inc. do a walk through. Smith Seckman Reid, Inc created a punch list and it was given to Apex. Apex turned in the completed repairs and notified the Town of Atoka officials in June of 2020. Apex was told after inspection that all repairs had been completed.

It has come to our attention that the Town of Atoka never accepted Oak Creek Phase 2.

Please find attached a copy of the Smith Seckman Reid, Inc. Acceptance Punchlist.

We request the Town of Atoka accept Oak Creek Phase 2.

Sincerely

A handwritten signature in black ink, appearing to read "Tony Terhune", is written over a light blue circular stamp.

Tony Terhune

Apex Home Builders

Owner



TOWN OF ATOKA
334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300
www.TownofAtoka.com

November 5, 2021

Mr. Tony Terhune
Apex Home Builders
P.O. Box 39
Atoka, Tennessee 38004

RE: Oak Creek Phase Two Acceptance Request

Dear Mr. Terhune,

Kindly accept this letter in response to Apex Home Builder's request on July 1, 2021, for the Town of Atoka to accept the Oak Creek Phase Two subdivision. The town has worked through the process to consider acceptance of the subdivision by reviewing the punchlist with a report date of June 1, 2020. Town staff performed a walk through of the Oak Creek Phase Two subdivision while reviewing the deficiencies contained in the June 1, 2020, punchlist to verify repairs were performed by Apex.

The town invited Apex Home Builders to participate in a scheduled walk through on the date of October 6, 2021, to work through the punchlist items. Notification was conducted via email to Apex, dated September 14, 2021. Apex was sent a reminder of the walk through via email on the morning of October 6, 2021.

The walk through on October 6th was conducted by town staff. Apex representatives did not attend the walk through. The original punchlist is attached to this letter, with notes in red indicating the October 2021 comments. As you will review in the punchlist, several deficiencies have been corrected, however, there are a few outstanding deficiencies that were not corrected from the June 2020 punchlist. The detailed deficiencies will need resolution before Oak Creek Phase Two is to be accepted.

Additionally, the constructed infrastructure at the end of E. Cherrybark Drive in front of lots 86 and 87 do not match the August 1, 2016, recorded final plan. The deviation in constructed infrastructure from the final recorded plan will need resolution prior to acceptance by the town.

The Atoka Municipal Planning Commission is scheduled to meet on November 18, 2021, and Oak Creek Phase Two is anticipated to be on the agenda for discussion.

Should you have any questions, please contact Atoka Town Hall at 901-837-5300.

Respectfully,

A handwritten signature in black ink, appearing to read 'Marc Woerner', with a long horizontal flourish extending to the right.

Marc Woerner
Town Administrator
Town of Atoka, Tennessee

cc: W. Daryl Walker, Mayor
Kasey Culbreath, Town Attorney
Dalton Patrick, Public Works Director
Debbie Pickard, Town Recorder
Ben Ledsinger, Consulting Engineer

Acceptance Punchlist
Atoka Subdivision
Oak Creek Phase 2

FROM: *Layne Dawson, PE*
INSPECTION DATE: *May 29, 2020*
RE-Inspection Date October 6th, 2021
REPORT DATE: *June 1, 2020*
Revised Report Date: 10-21-2021



Comments:

Missing 3" SS valve lid. Two locations: Sta. 9+24 Chinkapin Drive and Sta. 8+45 Sweetgum Lane.

Valve is still missing at this location also the concrete has worsened and needs to be repaired.



Comments:

Broken gutter in front of inlet grate. The gutter is not just broken but sunk, causing a depression just before inlet. This is in front of a driveway on Cherrybark Drive, Sta. 23+00 Lt.

This area has been repaired, and this comment is closed.



Comments:

Erosion control measures need to be placed. Looks like there was recent work in this area on gas lines. Permanent erosion control should be used before there is a washout into to creek. This is at the end of Cherrybark Drive.

This area has been stabilized. This comment regarding the erosion control and stabilization is closed.

Comment #2 at this location: The constructed infrastructure at this location does not match the approved construction plans or the final plat. This needs to be resolved before final subdivision acceptance can take place.





Comments:

Inlet grate on backwards. Catch basin 86A, Sweetgum Lane Sta. 2+00 Rt.

This inlet grate has been turned to the correct direction. This comment is closed.



Comments:

Sediment and vegetation need to be removed before paving surface lift of asphalt. Gutters should have a clean joint edge for full depth pavement lift. (Typical)



Comments:

Asphalt failure. Looks like this area has already been patched and surface lift has already been placed. Asphalt should be removed full depth and replaced if this section hasn't already been accepted. Since this section has the final lift of asphalt it may be part of the previous phase. Chinkapin Drive Sta. 11+15

This asphalt is in Oak Creek Phase 1 not phase 2. Therefore, this comment is closed.



Comments:

Erosion from outlet to existing ditch line. Outlet and rip-rap have been placed per plans, but the ditch created by this outlet looks like it may cut into Lot 99 if measures are not taken to keep the ditch from wandering. HW 97, Chinkapin Drive Sta. 20+50, Offset 230' Rt.

This headwall has been converted to a drain manhole. It is greatly improved but still has erosion that needs to be addressed. There are pictures below to illustrate what is there. This comment is not closed yet.



This is the current configuration of the above picture. It looks much better. However, the hole shown would indicate a hole in the manhole that water is entering in, and causing the loss of material that created this hole. The hole in the manhole needs to be repaired then the hole in the soil filled and seeded.



This photo shows erosion around the drain manhole shown above. All erosion should be repaired and permanently stabilized.



This photo shows erosion near the drain manhole above. All erosion should be repaired and permanently stabilized.



This photo shows erosion near the drain manhole above. All erosion should be repaired and permanently stabilized



This inlet is on the east side of the cove at the east end of Sweetgum Lane. The hole in the picture is deep and extends under the curb and asphalt on the side and in front of the inlet. It appears that the water is getting into a hole other than the grate on top. This hole will need to be filled and the curb and asphalt repaired.

Additional Notes: 1. Inlets on Rosemark south of Chinkapin still had the erosion control bags on them. All of the inlets should have erosion/sediment control bags removed at this point. Please verify that no others remain.

2. The pond at the north of Cherrybark Road had a cottonwood tree growing from the outlet structure. This should be removed completely and the structure repaired as necessary.