



Municipal-Regional Planning Commission Work Session
April 15, 2021
6:30 p.m.
Meeting Agenda
Atoka Town Hall, 334 Atoka-Munford Avenue, Atoka, TN

- I. Call to Order & Establishment of a Quorum
- II. Approval of the Minutes - Regular Commission meeting – March 25, 2021
- III. Reports
Code Enforcement Monthly Activity Report – Rex Wallace, Director of Code Enforcement
- IV. Old Business – Shelly Johnstone, AICP
 - A. Consideration of Amendments to the Atoka Subdivision Regulations
- V. Miscellaneous Items from the Planning Commission
- VI. Citizen Concerns
- VII. Adjourn



Municipal-Regional Planning Commission

Meeting - Minutes

Atoka Town Hall
334 Atoka-Munford Avenue

Thursday March 25, 2021
6:30 p.m.

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

Keith Moore
John Harber

Brett Giannini
Stephen Shopher

Michael Smith
Jonathan Fortenberry

Absent: Vicki Shipley

Also attending:

Shelly Johnstone, AICP, Town Planner
Amanda Faurbo, Clerk
*Attached Sign In sheet

Bill Scott, Atoka Fire Department
Marc Woerner, Town Administrator

Rex Wallace, Director

Planning Commission Meeting was called to order at 6:30 pm.

Previous Minutes December 17, 2020 – Commissioner made a motion to approve the December 17, 2020 minutes as presented. Commissioner seconded. Commissioner Shopher called for a roll call vote. Commissioner Harber, Yes., Yes. Commissioner Moore, Yes. Commissioner Shopher, Yes. Commissioner Giannini, Yes. Commissioner Smith, Yes. All Approved. Motion Carried.

REPORTS

Code Enforcement Monthly Activity Report – Rex Wallace, Director reviewed as presented.

PRESENTATION: Tri Star Nutrition- Mindy Ledford and Jennifer Turnage presented their proposed loaded tea business to the Planning Commission.

OLD BUSINESS

- A. **Report on Highway 206 Roundabout** – Ben Ledsinger, SSR reported on the progress of the construction of the roundabout. Detour signs will be placed on the route. Bags will cover the signs until April 5, 2021. All residents have been personally notified of the detour route.
- B. **Report on Consideration of Amendments to the Atoka Subdivision Regulations** - Shelly Johnstone, AICP presented the amendment to the Planning Commission. The Planning Commission suggested that the planner bring the immediate changes that are needed back to the April meeting for review.

NEW BUSINESS –

MISCELLANEOUS ITEMS FOR THE PLANNING COMMISSION – Commissioner Shopher advised that he has met with the Atoka Postmaster and is meeting with her on a weekly basis regarding the Cluster box installation issue. He stated that she is hopeful to have cluster boxes up and operational by April.

Commissioner Moore brought up Aire Serv development and the requirements that were agreed upon. Rex Wallace stated they are supposed to have fencing installed around the equipment in the back. Commissioner Moore also inquired about the empty flowerbeds. Director Wallace stated that once the weather breaks, they will plant the trees and flowers.

Commissioner Moore, asked about the fence company's lot and the structure that is being built on site. Director Wallace advised it is a 10 X 8 just for an example to sell. Commissioner Moore also advised the workers are parking on the road in the right of way on Blaydes Drive.

Commissioner Giannini requested a breakdown of how the streets are identified that need to be paved. Director Patrick informed him that at this time he has been evaluating the roads personally.

CITIZEN CONCERNS

ADJOURNMENT

Commissioner Giannini made a motion to adjourn. Commissioner Moore seconded. All approved.

Meeting adjourned at 8:15pm.

Stephen Shopher, Chair

Vicki Shipley, Secretary

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		1						2
Building Permit - Industrial													0
Building Permit - Residential - Addition	1			2			2						5
Building Permit - Residential - New Build	14	11	13	6	6	10	12	3	12				87
Building Permit - Residential - Upstairs Finish			1		3	2	1	2					9
Misc Permit - Detached Garage		1			1				1				1
Misc Permit - Fence					1				1				2
Misc Permit - Fireworks Stand				1	1	1							3
Misc Permit - Pool Permit	5	1	12	1	1	1		1					21
Misc Permit - Sign Permit	1		1	1	1								4
Misc Permit - Storage Shed	3	4	2	4	7	2			1				23
TOTAL PERMIT INFORMATION	24	17	29	15	20	16	16	6	14	0	0	0	157
CERTIFICATE OF OCCUPANCY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Certificate of Occupancy - Commercial												1	1
Certificate of Occupancy - Industrial													0
Certificate of Occupancy - Residential	7	4	17	7	2	7	4	5	15				68
TOTAL CERTIFICATE OF OCCUPANCIES	7	4	17	7	2	7	4	5	15	0	0	1	69
BUILDING INSPECTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Form Board / Set Back Inspection	11	3	15	9	3	4		4	3				52
Footing Inspection													0
Plumbing Inspection		3	11	16	7	12	9	1	5				64
Sheeting Inspection	7	5	12	10	9	9	11	3	4				70
Brick Ties Inspection	7	6	12	7	6	10	10	5	5				68
Framing Inspection	8	5	10	8	6	21	16	8	13				95
Insulation Inspection	7	2	10	4	6	10	12	12	11				74
TOTAL BUILDING INSPECTIONS	40	24	70	54	37	66	58	33	41	0	0	0	423
CODE ENFORCEMENT ACTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Municipal Court Citations													0
Property Maintenance Complaints - Closed	37	39	17	21	24	12	16	13	21				200
Property Maintenance Complaints - Received	56	91	47	36	20	13	21	15	33				332
TOTAL CODE ENFORCEMENT ACTIONS	93	130	64	57	44	25	37	28	54	0	0	0	532
PERMIT FEES	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Collected Fees	\$8,355	\$6,758	\$9,035	\$4,520	\$4,334	\$5,680	\$6,698	\$1,790	\$6,169				\$53,339
TOTAL PERMIT FEES	\$8,355	\$6,758	\$9,035	\$4,520	\$4,334	\$5,680	\$6,698	\$1,790	\$6,169	\$0	\$0	\$0	\$53,339
COMMENTS													
Fence Permits issued:													

Proposed Amendments to the Atoka Subdivision Regulations for consideration at the April 15 Planning Commission meeting

1. Add resource material in appendix, from public utilities, fire department, State of Tennessee (TDOT, TEDEC), stormwater regulations, etc.. Technical Manual in the Appendix

Water and Sewer –

No water lines smaller than 6” to be installed, no valves to be installed in a roadway, valves to be installed at each intersection to isolate sections of main (water and sewer), 12-gauge tracer wire to be installed with all nonmetallic pipe laid (water and sewer), 12-gauge tracer wire to be brought up outside valve boxes and looped over into box, water valves to be installed on all fire hydrants, Mueller water valves to be used on all new water main installations, E-one stainless steel check valves to be installed on all sewer services – Part Number NB0184PXX, Orenco brand pumps only to be used in installations that require pumps – Part Number PFL1005 – Orenco Systems, Inc. Effluent Pump, concrete tanks only to be installed at houses.

Stormwater – Atoka shall specify rainfall data (based on NOAA Atlas 14 precipitation data), all drainage to be maintained by the Town shall be reinforced concrete pipe, --.

Fire Department – see attached

Manual for Constructing Driveway Entrances on State Highways, 2015 Edition

TDOT sidewalk slope requirements – see attached

2. Make sure Common Open Spaces are included in lot numbering on plats. Pg. 9

3. Require Utility Coordination Meeting in the Construction Plan process. Pg. 12

4. Require on-site pre-construction conference before utility construction commences. Pg. 14

5. Add Performance Guarantee Agreement to the subdivision process. Pg. 14

6. Adjust wording to make sure that other utilities (like Poplar Grove) are included in dedication of utilities to the proper authority. Pg. 15

7. Change wording from, “All subdivisions of three (3) or more (?), including the parent tract in Residential Districts, shall require the subdivider/developer to improve the existing road adjoining said development”. To “The subdivider/developer shall improve the adjoining roadway the entire length of the development or pay an “in lieu” fee to the Town for future road improvements. The Town Engineer shall determine the improvements to be made or the “in lieu” fee.”

8. Change pavement base course per Town Engineer’s recommendation. Pg. 29 (or Appendix Technical Manual).

For collectors & arterials:

Surface = 1.25” of PG64-22 “D”

Binder = 2” of PG64-22 “B-M2”

Binder = 3" of PG64-22 "A"

Base = 8" of 303-02, Mineral Aggregate, Type B Base

For minor residential:

Surface = 1.25" of PG64-22 "D"

Binder = 2" of PG64-22 "B-M2"

Base = 12" of 303-02, Mineral Aggregate, Type B Base

9. Change required width of sidewalks from 4' to 5'. Adopt TDOT policy on slope of sidewalks. pg.45 and Appendix Technical Manual
10. Re: sureties, change receiver of sureties from PC to Town of Atoka. Surety for any required improvement that is not completed before the final plat approval must be renewed in one-year increments until improvements are completed and inspected. Remedy for the bond not being renewed is to cancel the surety (Call the Bond) as opposed to a "stop work" order. – pg. 54
11. Responsibility for "pass through" builder improvements to be noted in the Performance Guarantee document. Require improvements to be made or bonded by the builder before issuing building permits. Pg. 54