



Municipal-Regional Planning Commission

Meeting Agenda

Atoka Town Hall
334 Atoka-Munford Avenue

Monday, May 15, 2023
6:00 p.m.

- I. Call to Order & Establishment of a Quorum**
- II. Election of Officer**
 - 1. Election of Vice Chairman
- III. Approval of the Minutes**
 - 1. Regular Commission Meeting: April 17, 2023
- IV. Reports**
 - 1. Code Enforcement Monthly Activity Report
- V. Old Business**
- VI. New Business**
 - 1. Action on a minor plat for the Salem Hills Subdivision
- VII. Miscellaneous Items from the Planning Commission**
 - 1. Update regarding review of the draft Zoning Ordinance
 - 2. Commissioner Training Acknowledgement
- VIII. Citizen Concerns**
- IX. Adjourn**



Municipal-Regional Planning Commission

Atoka Town Hall
334 Atoka-Munford Avenue

Monday, April 17, 2023
6:00pm

Meeting – Minutes

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

Stephen Shopher
Vicki Shipley

Paul Martin
Matthew Peters

John Harber
Barry Akin

Absent: None

Also attending: Amanda Faurbo, Assistant to the Town Administrator

Marc Woerner, Town Administrator

Bob Barber, Orion Planning and Design

Jim Atkinson, Planner

*Attached Sign In sheet

Chair Shopher called the meeting to order at 6:00pm and established a quorum.

Approval of the January 17, 2023, Minutes- Commissioner Harber made a motion to approve the January 17, 2023, minutes as presented. Commissioner Shipley seconded. All Approved. Motion carried.

Reports- Code Official, Mark Daugherty presented the Monthly Code Report.

Administrative Plat Approvals- None

Old Business – None

New Business –

Recommendation to the Board of Mayor and Alderman to adopt the Atoka on Track 2042

Comprehensive Plan. Bob Barber, Orion Planning and Design presented the timeline of the plan and the process that included discovery period, focus groups, vision that was supplied by the community then the plan was created from the input provided. The final plan was presented to the commission and available online for review. Commissioner Shipley made a motion to give a positive recommendation to the Board of Mayor and Alderman. Commissioner Peters seconded. All Approved. Motion Carried.

Miscellaneous Items from the Planning Commission- Commissioner Harber asked about a sign on Highway 51 @ Tracy Road about a new landscaping business coming soon. Code Official advised. Commissioner Harber asked about the old 43 Fit building. He wanted to know if that would come before

the Planning Commission under the DRC. Jim Atkinson, Planner advised that staff would look into it further. Mayor Akin stated that he asked Tyra Faircloth to join the meeting because he will officially appoint Ms. Faircloth to the Planning Commission at the Board of Mayor and Alderman meeting April 18, 2023.

Commissioner Martin asked how long it would be before the Commission will see the supporting documents for the long-range comp plan. Bob Barber, Orion Planning and Design advised that the documents are drafted and have been through the first review.

Citizens' Concerns None

Commissioner Harber made a motion to adjourn the meeting at 6:12 pm.

Stephen Shopher, Chair

Amanda Faurbo, Clerk

**Atoka Code Enforcement
Fiscal Year 2023**

PERMIT INFORMATION	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Building Permit - Commercial		6	1	1	2	2	1	5	1	4			23
Building Permit - Industrial													0
Building Permit - Residential - Addition	2	2			1		2	1	3	2			13
Building Permit - Residential - New Build	2	5			5				3	4			19
Building Permit - Residential - Upstairs Finish	1	1	3	2		1		2		1			11
Misc Permit - Accessory Structure	3	10	7	2	1	1	4	3	3	4			38
Misc Permit - Detached Garage	1		11					1					13
Misc Permit - Fence Permit	9	12	17	21	14	6	4	10	9	7			109
Misc Permit - Pool Permit	2	6	5	2	1	1			1	4			22
Misc Permit - Sign Permit	1	2	3	1		2		1	2	4			16
TOTAL PERMIT INFORMATION	21	44	47	29	24	13	11	23	22	30	0	0	264

CERTIFICATE OF OCCUPANCY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Certificate of Occupancy - Commercial	1	2		1	1	2		3					10
Certificate of Occupancy - Industrial													0
Certificate of Occupancy - Residential	11	7	14	8	6	5		8	8	4			71
TOTAL CERTIFICATE OF OCCUPANCIES	12	9	14	9	7	7	0	11	8	4	0	0	81

BUILDING INSPECTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Form Board / Set Back Inspection	3	2	6	2	3				4	3			23
Footing Inspection													0
Plumbing Inspection	5	5	6	3	1	2	1		8	4			35
Sheathing Inspection	4	4	2	5	3	2	2	2		3			27
Brick Ties Inspection	4	6	5	1	4	2	1	2	2				27
Framing Inspection	11	15	7	12	9	3	5	4	8	1			75
Insulation Inspection	9	4	10	5	5	5	2	5	2	3			50
TOTAL BUILDING INSPECTIONS	36	36	36	28	25	14	11	13	24	14	0	0	237

CODE ENFORCEMENT ACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Municipal Court Citations			1	6	2		2			1			12
Property Maintenance Complaints - Closed	39	48	48	38	1	11	16	33	22	7			263
Property Maintenance Complaints - Received	7	19	73	10	1	5	10	53	31	12			221
TOTAL CODE ENFORCEMENT ACTIONS	46	67	122	54	4	16	28	86	53	20	0	0	496

PERMIT FEES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Collected Fees	\$3,366	\$6,139	\$3,802	\$2,504	\$4,359	\$2,661	\$1,240	\$2,365	\$3,593	\$4,569			\$34,598
TOTAL PERMIT FEES	\$3,366	\$6,139	\$3,802	\$2,504	\$4,359	\$2,661	\$1,240	\$2,365	\$3,593	\$4,569	\$0	\$0	\$34,598

COMMENTS
Temporary Permits: (Fireworks, Temporary signs, etc..) Fiscal Year: Backwash Pit-9 Fireworks - 3 Demolition - 2

TOWN OF ATOKA, TENNESSEE

Planning Commission Staff Report



TO: Amanda Faurbo, Assistant to the Town Administrator

FROM: Jim Atkinson, AICP
Interim Town Planner

REPORT DATE: May 10, 2023

SUBJECT: Salem Hills Minor Plat

APPLICANT: W.H. Porter Consultants

DESCRIPTION

The applicant has requested approval of a minor plat for property located on the northwest corner of Atoka Idaville Road and Wortham Road within the Town of Atoka Planning Region. The proposed plat would create four lots.

The property is zoned FAR (Forest, Agriculture, Residential). According to the Atoka Zoning Ordinance, the minimum lot size in the FAR District is one acre and requires at least 100 feet of lot width. As shown on the plat, each of the four lots comply with both the minimum lot size and lot width requirements.

STAFF RECOMMENDATION

Approve the plat contingent on the following:

1. Provide the developer's name in the title block on the plat.

FINDINGS

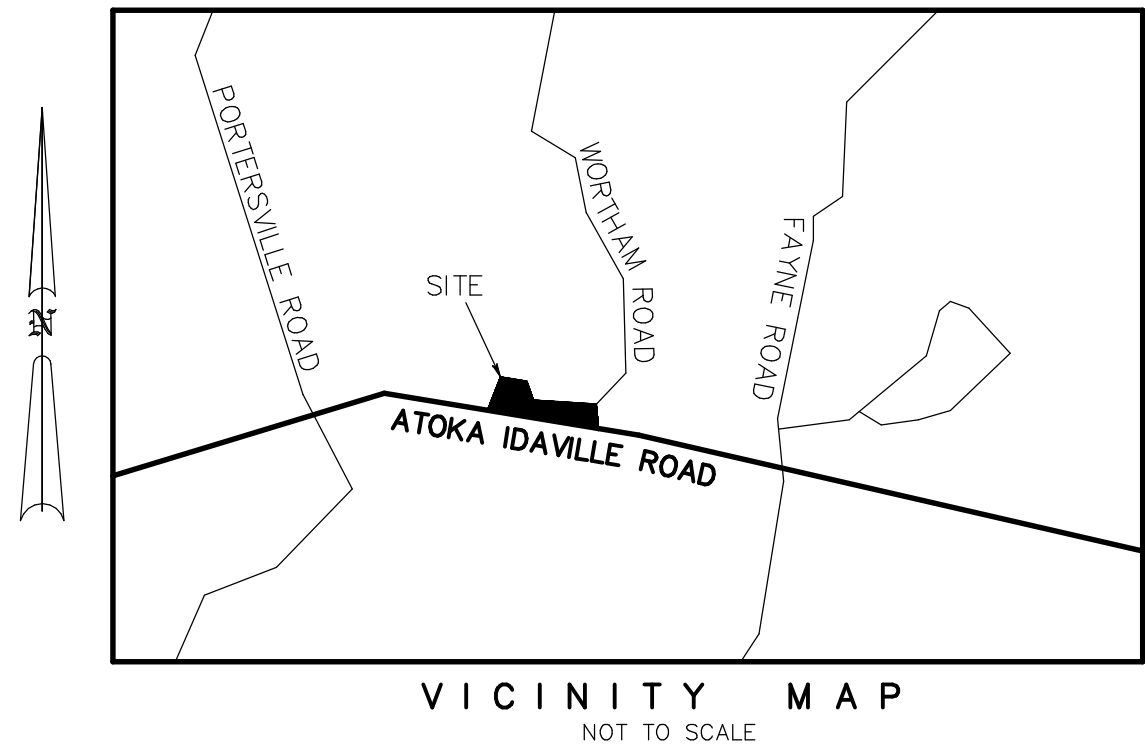
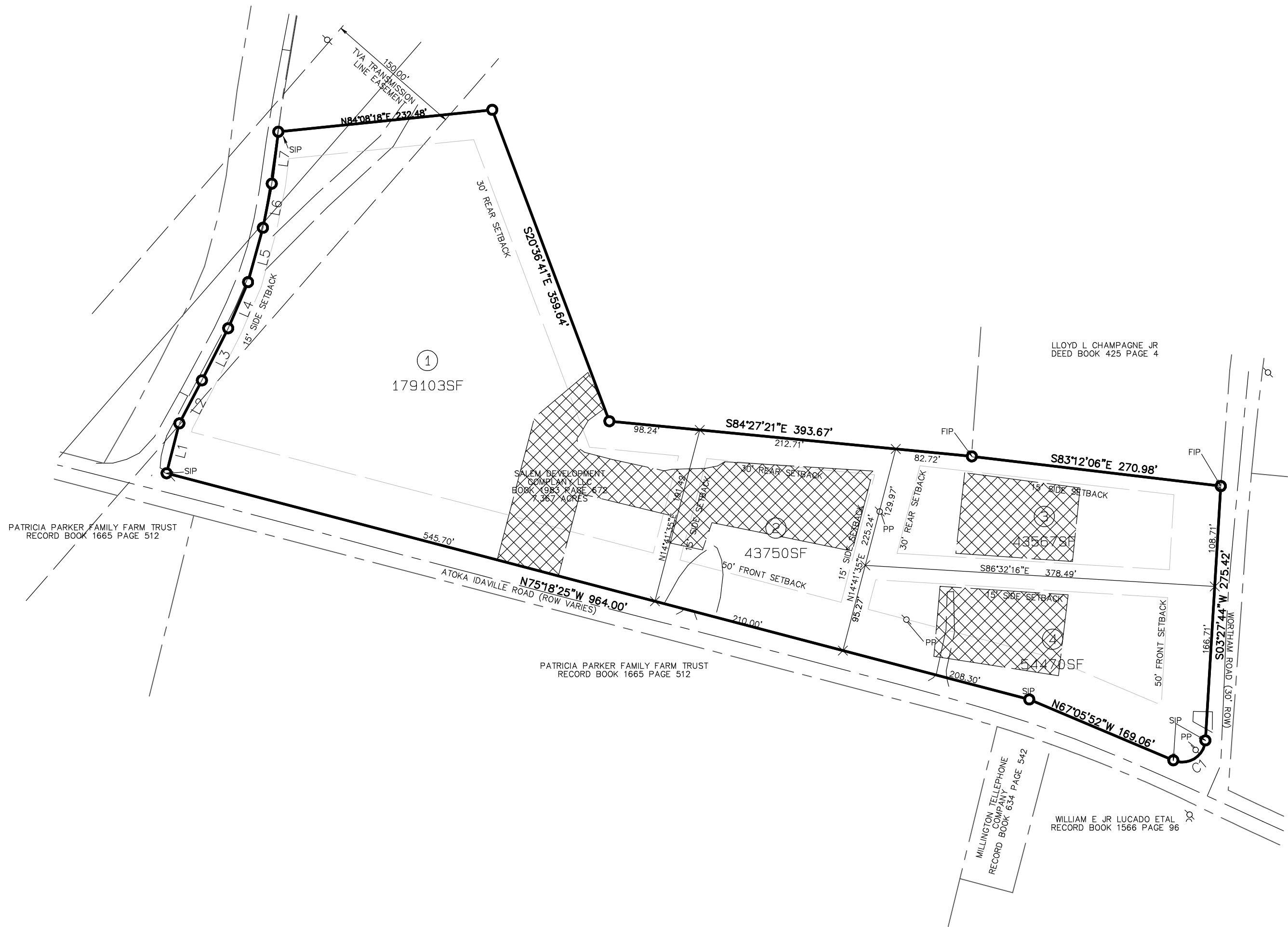
1. This plat is considered a Minor Plat per the Subdivision Regulations, Article 3, Section A:
 - PROCEDURE Whenever a proposed subdivision containing less than 5 lots fronting on an existing public way; not involving any new or improved public way, the extension of public facilities or the creation of any public improvements, and not in conflict with any provision of the adopted general plan, major road plan, zoning ordinance, or these regulations, this procedure for review and approval of the subdivision may apply.
2. This plat does not qualify for Administrative Review per Article 3, Section A.4 of the Subdivision Regulations, and therefore must be reviewed by the Planning Commission:
 - Whenever subdivision meets the criteria described below, the Secretary of the Atoka Municipal-Regional Planning Commission may approve a subdivided plat without the approval of the planning commission.

TOWN OF ATOKA, TENNESSEE

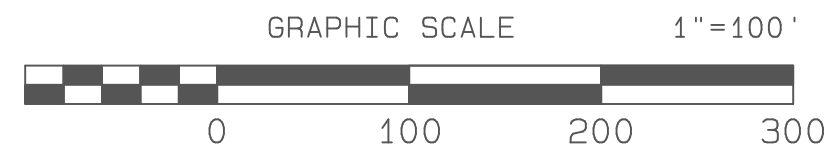
Planning Commission Staff Report



- a. The divided tract involves no more than two (2) lots;
 - b. The planning staff of the planning commission certifies that the subdivision meets all the regulations adopted by the planning commission;
 - c. No request for variance from the adopted regulations of the planning commission has been made; and
 - d. Re-subdivision involving no more than 2 (two) lots or establishing new or additional utility easements.
3. The property is zoned FAR (Forestry, Agricultural, Residential). The minimum lot size in the FAR district is one acre. According to the plat, the proposed lots would be greater than the minimum lot size required, complying with the zoning ordinance requirement.
4. No new roads are proposed with this Minor Plat; each proposed lot would have access on existing roads.



INDICATES SUBSURFACE
SEWAGE DISPOSAL AREA
(SEE SHEET 2)



FINAL PLAT
PARCEL 110 030.00
SALEM HILLS SUBDIVISION

TIPTON, COUNTY

THIS PROPERTY IS NOT LOCATED IN THE 100-YEAR FLOOD PLAIN
47167C0330F AND 47167C0350F DECEMBER 19, 2006

DEVELOPER: DEVELOPER'S NAME
ENGINEER: **W. H. PORTER CONSULTANTS, PLLC**
6055 PRIMACY PARKWAY, SUITE 115
MEMPHIS, TENNESSEE 38119
(901) 363-9453

SCALE: 1" = 100' DATE: DECEMBER 21, 2022
4 LOTS 7.557 ACRES
ZONED: FAR

LOT DRAINAGE:

FINISH GRADE SHALL BE SLOPED AWAY FROM THE FOUNDATION FOR DRAINAGE. THE FINISH GRADE MUST BEGIN AT LEAST 10 INCHES BELOW THE TOP OF THE FOUNDATION WALL OR THE GRADE OF THE CONCRETE SLAB AT THE INTERIOR IN THE CASE OF AN INTEGRAL SLAB AND FOUNDATION. THE MINIMUM GRADE AWAY FROM THE FOUNDATION SHALL BE AT LEAST TWO PERCENT IN ALL DIRECTIONS AWAY FROM THE FOUNDATION WALL. THE DRIVEWAY SHALL BE SLOPE DOWN AT TWO PERCENT FOR AT LEAST EIGHT FEET FROM THE STRUCTURE.

SCOPE OF CERTIFICATION

THE CERTIFICATION OF THE FINAL PLAT BY W. H. PORTER CONSULTANTS, PLLC REFERS ONLY TO THE PLAT ITSELF, NOT THE FINAL CONSTRUCTION PROJECT AS A WHOLE.

W. H. PORTER CONSULTANTS, PLLC PERFORMED NO CONTRACT ADMINISTRATION FOR THIS DEVELOPMENT, AND MAKES NO GUARANTEE, WARRANTY OR CERTIFICATION CONCERNING THE SUITABILITY OF ANY EARTHWORK FILL OR FOUNDATION CONDITION, OR THE SUITABILITY OF ANY LOT IN THIS SUBDIVISION FOR ANY CONSTRUCTION.

LINE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	109°26'24"	25.00'	47.75'	35.33'	40.82'	N58°10'56"E

LINE	BEARING	DISTANCE
L1	N14°23'18"E	55.68'
L2	N27°38'44"E	52.50'
L3	N26°46'08"E	63.13'
L4	N23°18'09"E	54.28'
L5	N15°16'31"E	60.87'
L6	N11°17'35"E	48.64'
L7	N07°12'36"E	56.50'

OWNER’S CERTIFICATE

I, SALEM DEVELOPMENT COMPANY LLC, THE UNDERSIGNED OWNERS OF THE PROPERTY SHOWN HEREON, HEREBY ADOPT THIS AS MY PLAN OF SUBDIVISION AND DEDICATE THE STREETS, EASEMENTS, RIGHTS-OF-WAY, RIGHTS OF ACCESS AS SHOWN AND ALL UTILITIES TO TIPTON COUNTY FOREVER, AND HEREBY CERTIFY THAT I AM THE OWNER IN FEE SIMPLE, DULY AUTHORIZED SO TO ACT, AND THAT SAID PROPERTY IS UNENCUMBERED BY ANY TAXES THAT HAVE BECOME DUE AND PAYABLE

BY: _____ DATE _____
SALEM DEVELOPMENT COMPANY LLC

NOTARY’S CERTIFICATE

STATE OF TENNESSEE
COUNTY OF SHELBY

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID STATE AND COUNTY AFORESAID, DULY COMMISSIONED AND QUALIFIED, PERSONALLY APPEARED _____, WITH WHOM I AM PERSONALLY ACQUAINTED, AND WHO UPON OATH ACKNOWLEDGED HIMSELF TO BE THE OWNER OF SALEM HILLS SUBDIVISION, AND HE AS SUCH OWNER, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSE THEREIN CONTAINED BY SIGNING HIS NAME AS OWNER. IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

CERTIFICATE OF APPROVAL OF INDIVIDUAL SUBSURFACE WATER SYSTEM

I, _____, do hereby certify that the soils on and below the surface of the land shown on the plat are suitable for an Individual Subsurface Water System. This certification is not to be construed as permitting the installation of a septic tank. After the suitability of the area to be used for the Subsurface Water System has been approved, no change shall be made to this area unless the Tennessee Department of Environment and Conservation is notified, and a re-evaluation of the area has occurred.

Tennessee Department of Environment and Conservation Date

PLANNING COMMISSIONS CERTIFICATE OF APPROVAL OF THE FINAL PLAT

I, _____, DO HERBY CERTIFY THAT THE CITY OF ATOKA’S REGIONAL PLANNING COMMISSION HAS APPROVED THIS FINAL PLAT OF SUBDIVISION FOR RECORDING.

PLANNING COMMISSION SECRETARY DATE
CITY OF ATOKA

SURVEYOR’S CERTIFICATE

I, HARRY P. DIKE, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, AND THAT I HAVE SURVEYED THE LANDS, EMBRACED WITHIN THE PLAT OR MAP DESIGNED AS THE SALEM HILLS SUBDIVISION, A SUBDIVISION LYING WITHIN THE PLANNING REGION OF THE CITY OF ATOKA, TENNESSEE; SAID PLAT OR MAP IS A RUE AND CORRECT PLAT OR MAP OF THE LANDS EMBRACED THEREIN, SHOWING THE SUBDIVISION THEREOF IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF ATOKA PLANNING REGION; I FURTHER CERTIFY THAT THE SURVEY OF THE LANDS EMBRACED WITHIN SAID PLAT OR MAP HAVE BEEN CORRECTLY MONUMENT IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE ATOKA PLANNING REGION.

IN WITNESS WHERE OF, I, HARRY P. DIKE, THE SAID REGISTERED LAND SURVEYOR, HEREUNTO SET OUT MY HAND AND AFFIX MY SEAL THIS _____ DAY OF _____, 20__

BY: _____ DATE _____
HARRY PINKY DIKE, R.L.S.
TENNESSEE CERTIFICATE No. 3025

CERTIFICATE OF APPROVAL OF UTILITIES

I, HEREBY CERTIFY:(1) THAT THE STREETS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO SPECIFICATIONS, OR (2) THAT A SECURITY BOND IN THE AMOUNT OF \$_____ HAS BEEN POSTED WITH THE PLANNING COMMISSION TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS FOR THIS SUBDIVISION, IN CASE OF DEFAULT.

BY: _____ DATE _____
CITY OR COUNTY ENGINEER
OR OTHER APPROVING AGENT

SUBSURFACE SEWAGE DISPOSAL NOTES & GENERAL BEDROOM APPROVAL

1.  INDICATES SUBSURFACE SEWAGE DISPOSAL AREA

2. THESE AREAS ARE RESERVED FOR USE OF SUBSURFACE SEWAGE DISPOSAL SYSTEMS. NO UTILITIES, STRUCTURES, CUTTING OR FILLING IS PERMITTED IN THESE AREAS. ALL UTILITIES TO BE INSTALLED WITHIN 10 FT. OF SIDE PROPERTY LINE.
3. LOT 1 IS APPROVED FOR 4 BEDROOMS.
4. LOT 2 IS APPROVED FOR 4 BEDROOMS.
5. LOT 3 IS APPROVED FOR 5 BEDROOMS. LIFT PUMP REQUIRED.
6. LOT 4 IS APPROVED FOR 5 BEDROOMS. LIFT PUMP REQUIRED.

FINAL PLAT
PARCEL 110 030.00
SALEM HILLS SUBDIVISION

TIPTON, COUNTY

THIS PROPERTY IS NOT LOCATED IN THE 100-YEAR FLOOD PLAIN
47167C0330F AND 47167C0350F DECEMBER 19, 2006

DEVELOPER: DEVELOPER’S NAME

ENGINEER: W. H. PORTER CONSULTANTS, PLLC
6055 PRIMACY PARKWAY, SUITE 115
MEMPHIS, TENNESSEE 38119
(901) 363-9453

SCALE: 1” = 100’ DATE: DECEMBER 21, 2022
4 LOTS 7.557 ACRES
ZONED: FAR

TOWN OF ATOKA, TENNESSEE

Planning Commission Staff Report



TO: Amanda Faurbo, Assistant to the Town Administrator

FROM: Jim Atkinson, AICP
Interim Town Planner

REPORT DATE: May 11, 2023

SUBJECT: Commissioner Training

BACKGROUND

The Town of Atoka recently reinstated the requirement that all Planning Commissioners, Board of Appeals members, and Town Staff that work with the planning commission obtain at least four hours of training on planning-related topics each year.

To ensure proper acknowledgement of the training for official record keeping and documentation, this memo will be placed in the Planning Commission meeting minutes listing training that has been obtained by the members.

TRAINING ACKNOWLEDGEMENT

The Town of Atoka provided a training opportunity for Commissioners and BZA members on May 3, 2023. The training was provided by Mr. Josh Whitehead through MTAS. The following Planning Commissioners and Atoka staff members were in attendance (BZA will be listed separately):

1. COMMISSIONERS

- Alderman John Harbor
- Paul Martin
- Stephen Shopher
- Matthew Peters

2. STAFF

- Marc Woerner
- Amanda Faurbo
- Jessie Ratliff