

**City of Oak Hill**  
**Planning Commission**  
Special Called Meeting Minutes  
July 6<sup>th</sup>, 2023

The City of Oak Hill's Planning Commission met on July 6th, 2023, at 6:00 PM in the Board Room for a Special Called Meeting which was a rescheduling of the regular meeting from the July 4<sup>th</sup> holiday which fell on the first Tuesday night. Members present were Chairman Wade Hill, Mayor Dale Grimes, Vice-Mayor Winston Evans, Michael Barry, Flynn Doyle, Robert Diehl, and Mitch Barnett. Greer Tidwell and Shali Scott were absent. Staff present were City Engineer Zac Dufour, City Attorney Marshall Albritton, Codes Officer Stephen Snow, Codes Assistant Steve Mallory, and City Manager J. Steven Collie acted as Recorder.

**1. Meeting Called to Order**

Chairman Hill called the meeting to order at 6:00 p.m.

**2. Introductions**

Chairman Hill asked the Members and City Staff to introduce themselves.

**3. Pledge of Allegiance**

Chairman Hill led the Pledge of Allegiance.

**4. Approval of Minutes**

Doyle motioned to approve the June 6<sup>th</sup>, 2023, Minutes with suggested changes, seconded by Diehl. Voting AYE: Hill, Grimes, Evans, Barry, Doyle, Diehl, and Barnett. Motion carried 7-0.

**5. Case 23-17: 4700 Franklin PK (CUP) in Zone D**

Proposed construction of a one-way exit drive onto Harding Place from Franklin Road Academy (FRA). This case was presented by Chuck Miller with Anecdote Architectural, representing FRA. The purpose of the connector is to ease traffic from Franklin Pike. The plan is coming to the PC for technical review and approval after the BZA approved the connector. Mr. Miller stated that FRA previously amended its CUP when their Master Plan updated in August 2016. The approval of the plan was contingent on making minor changes that have been accomplished. Following the approval on October 18, 2022, FRA submitted additional engineering drawings, a tree survey, traffic studies and other information relating to the amended Master Plan, all of which were reviewed and approved by the BZA. Three recommendations were made by Dufour: 1) Limits of disturbance have been expanded and one reference to 2006 TDOT specs to be revised. 2) Lights shall be 3000K or less to meet dark sky requirements. 3) Landscaping island in between parking spaces shall have a tree planted in it, with shrub rows at the eastern corner and be 3 feet on center with no gaps in them; and shrub rows should run to the first tree. No Public Comments were made. The motion was made by Diehl to approve the connector with conditions that the applicant obtains proper permits, is approved by TDOT prior to any work, as well as the three recommendations from Dufour. Motion was seconded by Doyle. Voting AYE: Evans, Grimes, Doyle, Diehl, and Hill. Voting NAY: Barnett and Barry. The motion carried with a vote of 5-2.

**6. Case 23-25, Case 23-26, and Case 23-27: 5421, 5425 & 5429 Franklin Pike, Zone D**

Proposed single family dwellings on a steep slope. These are three lots all next to each other. There was a previous owner that came with a proposal. Over time the property has changed owners. Dufour suggested that the discussion needs to include all three properties, but the PC should vote on each property separately. After discussion and no Public Comment, the first properties were brought forward for motions.

**Case 23-25 - 5421 Franklin Pike** motion was made by Barry to approve this application on a steep slope, seconded by Diehl. Included in the motion are the following recommendations from Dufour:

1. Geotechnical engineer shall provide a letter stating the plans are in conformance with the recommendations in the geotechnical report.
2. NOI obtained through TDEC prior to building permit.
3. TDOT permit obtained prior to building permit.
4. Geotechnical engineer shall be on site during construction and shall provide a certification prior to the issuance of a certificate of occupancy speaking to the stability of the structure and the stability of the slope and the soil characteristics encountered during construction with respect to the assumptions made in the original Geotechnical Investigation and Report.
5. Revise the site plan to show 100 feet rear building set back.
6. All easements to include access, utility, and conservation easements subject to review and approval by the City Attorney; and recorded before any permit is issued.

Voting AYE: Hill, Grimes, Evans, Barry, Doyle, Diehl, and Barnett. Motion carried 7-0.

**Case 23-26 - 5425 Franklin Pike** motion was made by Barry to approve this application on a steep slope, second by Diehl. Included in the motion are the following recommendations from Dufour:

1. Geotechnical engineer shall provide a letter stating the plans are in conformance with the recommendations in the geotechnical report.
2. NOI obtained through TDEC prior to building permit.
3. TDOT permit obtained prior to building permit.
4. Geotechnical engineer shall be on site during construction and shall provide a certification prior to the issuance of a certificate of occupancy speaking to the stability of the structure and the stability of the slope and the soil characteristics encountered during construction with respect to the assumptions made in the original Geotechnical Investigation and Report.
5. Revise the site plan to show 100 feet for rear building set back.
6. All easements to include access, utility, and conservation easements subject to review and approval by the City Attorney; and recorded before any permit is issued

Voting AYE: Hill, Grimes, Evans, Barry, Doyle, Diehl, and Barnett. Motion carried 7-0.

**Case 23-27 - 5429 Franklin Pike** was made by Barry to approve this application on a steep slope, second by Diehl. Included in the motion are the following recommendations from Dufour:

1. Geotechnical engineer shall provide a letter stating the plans are in conformance with the recommendations in the geotechnical report.
2. NOI obtained through TDEC prior to building permit.
3. TDOT permit obtained prior to building permit.
4. Geotechnical engineer shall be on site during construction and shall provide a certification prior to the issuance of a certificate of occupancy speaking to the stability of the structure and the stability of the slope and the soil characteristics encountered during construction with respect to the assumptions made in the original Geotechnical Investigation and Report.
5. Revise the site plan to show 100 feet for rear building set back.
6. All easements to include access, utility, and conservation easements subject to review and approval by the City Attorney; and recorded before any permit is issued

Voting AYE: Hill, Grimes, Evans, Barry, Doyle, Diehl, and Barnett. Motion carried 7-0.

7. **Adjournment**

Diehl motioned to adjourn at 9:04 PM, seconded by Barry. Voting AYE: Hill, Grimes, Evans, Barry, Doyle, Diehl, and Barnett. Motion carried 7-0.

WAM 8/1/2023

Chair  
For m. J. D. 8/1/2023

Member