

Town of Cumberland Gap Planning and Zoning Commission  
Cumberland Gap, TN  
September 6, 2022

The Planning and Zoning Commission met in regular session on September 6, 2022 with the meeting being called to order at 6:00 pm at the Town Hall building, 330 Colwyn, Cumberland Gap, TN.

Members present were: Craig Callen, Phyllis Hopson, Neal Pucciarelli, Linda McGaffee, and John Ravnum. Members absent were: David Evans and Joe Wolfenbarger

Phyllis Hopson made a motion to approve the minutes, from the August 1, 2022 meeting with a second by Craig Callen. On voice call vote all voted “aye”.

Building Inspector Report- The building inspector was not present to give a report.

Parks and Recreation Grant Project Approval- In accordance with the Parks and Recreation Grant procedures, awarded organizations must present the grant project to their local planning commission for approval.

The planning commission reviewed the project proposal power point presentation written by the grant administrators, Community Development Partners.

The slide “What is the Goal of the Project?” states “The purpose of the project is to acquire the piece of property and develop it in a ways that’s consistent with top recommendation listed in the Parks and Rec Master Plan update”.

The project will be funded by 50% grant funds and 50% local match, with the total project cost estimated to be \$500,000 for acquisition and Phase 1 of the project. Mayor Pucciarelli told the committee about the 25% offer to increase the awarded amount and the town’s requirement for the extra match. The intent of the offered increase is to go towards addressing increased cost due to inflation. If the Board of Mayor and Alderman vote to accept the offer the new project totals would be \$312,500 grant funds and \$312,500 local match, making the total project cost \$625,000.

Phase 1 includes the acquisition of 1.41 acres, construction of parking, which will include Americans Disabilities Act (ADA) compliant spaces, a restroom facility, and ramps and sidewalks leading to the restrooms.

The dates in the tentative project timeline were discussed, with acquisition tentatively scheduled for December 2022, construction to begin between September and December 2023, and project close- out tentatively being February 2024.

Craig Callen made a motion to approve the grant project, with a second by Linda McGaffee. On voice call vote all voted “aye”.

Building Permit Application- 512 Selwyn Ave

Ralph McClanahan was present seeking approval of his building permit application and plans for his property located at 512 Selwyn Ave.

According to the application and Mr. McClanahan, the 24 x 18 two story house will be within the original footprint of the recently demolished building. Other details included vinyl board and batten siding, a 4 x 12 ft. balcony on the second floor, and a 24 ft. balcony on the front.

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The proposed setbacks as stated in Exhibit A of the application meet the required area requirements for the R-2 residential district.

Phyllis Hopson made a motion to approve the project and a building permit be issued by the building inspector, with a second by Neal Pucciarelli. On voice call vote all voted “aye”.

TN Downtown Grant Update- Guardians of the Gap- Kimberly Kotlar, on behalf of the Guardians of the Gap, was present to give an update on the TN Downtown Grant.

Ms. Kotlar told the committee that the preliminary assessment report has been reviewed and approved by the steering committee and will be sent back to the state for final review. She discussed the tentative project dates: grant contract to be issued and signed by the end of 2022, project to start by the beginning of 2023, and completed by the end of 2023. Year one, of the two year project, is the planning stage, while year two is the execution stage of the project.

She mentioned the new page on the town’s website that was created to post all notes, reports, and updates once they become available.

A community appreciation dinner is scheduled for October 10, 2022 as a way to update the citizens and to recruit volunteers to assist with the project.

She discussed the upcoming webinars and workshops that the steering committee will be attending in upcoming months.

Citizens Comments – The planning and zoning committee was asked why the concrete structure located on Pinnacle Alley could not be used as a residence. According to the municipal zoning codes only one primary structure is allowed on a lot. The lot in question is too small to be divided and made into two separate lots.

The next planning and zoning meeting is scheduled for October 3, 2022 at 6:00 p.m.

Neal Pucciarelli made a motion to adjourn with a second by Linda McGaffee. On voice call vote all voted “aye”.

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Chairman, Planning and Zoning