

MEETING NOTICES

The Jonesborough Planning Commission and Board of Zoning Appeals will meet in Regular Session at 6:00 p.m., Tuesday, November 21, 2023, in the Board Room at the Town Hall, 123 Boone Street, Jonesborough, TN.

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

Opening Prayer

Pledge to the Flag

BOARD OF ZONING APPEALS

Agenda

Call to Order

1. Public Comments

2. Approval of Minutes

JONESBOROUGH PLANNING COMMISSION

Agenda

Call to Order

1. Public Comments
2. Approval of Minutes
3. Approval of Signage for Laurelwood Apartments, 420 West Jackson Blvd
4. Adjournment

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: NOVEMBER 21, 2023 **AGENDA ITEM #:** BZA - 2

SUBJECT: Approval of Minutes

Attached for approval are the minutes of the following Board of Zoning Appeals meetings:

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

Chairman Tom Foster opened the meetings of the Jonesborough Board of Zoning Appeals and the Jonesborough Planning Commission, Josh Conger led the group in an opening Prayer, and Jim Rhein led the Pledge to the Flag.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

July 18, 2023

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, July 18, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Bill Graham, Richie Hayward, Jim Rhein

Members Absent: Terry Countermine, Hal Knight, Nick Vest

Staff Present: Jim Wheeler, Town Attorney, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. Public Comments – There were no Public Comments

2. Approval of Minutes – Meeting of June 20, 2023

The minutes of the June 20, 2023 Board of Zoning Appeals meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Bill Graham made the motion to approve the minutes as presented, seconded by Richie Hayward and duly passed.

3. Variance Request to relocate dumpster to the front from the rear of the business, Trushine Car Wash VII, West Jackson Blvd

Developer: KBM Commercial Properties

Presented by: William Robinson, Will Robinson & Associates

Request for approval of a variance to relocate the dumpster to the front from the rear of the business. Chairman Foster read the staff recommendation that dumpsters are to be located in the rear of the property and screened. The engineer has tried to locate the site's dumpster in the rear however there are challenges within this area. A major challenge is a 30 ft. wide stream buffer as identified on the plans. In addition to locate the dumpster in the rear would create an issue for

solid waste as there is not sufficient space for a garbage truck to turnaround but instead would have to back out onto Persimmon Ridge Road, and backing out onto Persimmon Ridge Road is a safety concern and not plausible. Staff will continue to work with the developer on a strategic solution for a more robust screening of the dumpster area if the location of the dumpster in the front is approved by the Board of Zoning Appeals. Chairman Foster asked Commissioners if they had any comments or questions, and with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the variance for Trushine Car Wash VII, West Jackson Blvd, to relocate the dumpster to the front from the rear of the business as presented and recommended by staff. Josh Conger seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

JONESBOROUGH BOARD OF ZONING APPEALS

August 15, 2023

Due to no items being presented, the Jonesborough Board of Zoning of Appeals did not meet on Tuesday, August 15, 2023. The next regular meeting is scheduled for 6:00 p.m., Tuesday, September 19, 2023.

JONESBOROUGH BOARD OF ZONING APPEALS

September 19, 2023

Due to no items being presented, the Jonesborough Board of Zoning of Appeals did not meet on Tuesday, September 19, 2023. The next regular meeting is scheduled for 6:00 p.m., Tuesday, October 17, 2023.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

October 17, 2023

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, October 17, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Robin Harpe, Richie Hayward, Jim Rhein

Members Absent: Bill Graham, Bob Williams

Staff Present: Glenn Rosenoff, Town Administrator, Donna Freeman, Shawn Jackson, Building Inspector

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. **Approval of Minutes** – There were no minutes available for approval.
2. **Variance Request to the lot size and setbacks for 215 West Main Street, Peggy Conger Byrd Youth Center, Jonesborough United Methodist Church**
Presented by: Kelly Wolfe, 162 Vines Drive, Jonesborough, TN

The request is for a variance on (1) minimum lot size, and (2) rear setback. The property is owned by the Jonesborough United Methodist Church Trustees. The subject property is located at the corner of West Main Street and South 2nd Avenue. The subject property is further described on Washington County Tax Map 60-A, Group F, Parcel 2.00.

The Planning Commission received a request for final plat approval of a 4-lot subdivision titled "Division of the Jonesborough United Methodist Church Trustees Property". The subject property is located at the corner of West Main Street and South 2nd Avenue, and Lot 2 of the division is the tract being considered as part of the variance requests.

The purpose of the subdivision plan is to separate the single-family home owned by the church, aka the Peggy Conger Byrd Youth Center, being Lot 2, from the remaining church land uses (pavilion, parking lot, etc.), and to add said land uses to the remainder of the church property (parcel 3.00). The single-family dwelling does have its own driveway for parking.

The Lot 2, existing house, after the division does not meet the minimum lot square footage of the R-2 district of 12,000 (contains 4,792 sq. ft). Staff reviewed the division plan and understands the logical boundary line for the existing house to be able to have a "clean" division from the remainder of church land uses. When looking at the wide scale immediate high-density area, there are tracts of land that are greater in size and less in size due to the historic nature of the downtown area. As Lot 2 is at the corner of the property, the impact on neighboring property within the block was analyzed. Staff's review does not indicate that the lesser square footage would have a negative impact on the neighboring properties since the church owns property to the south and east within the block.

The existing house on Lot 2 does not meet the minimum rear setback of 20 feet, and varies between 5.01 feet to 15 feet. Again, the division was created to separate the existing house from the remainder of the church land uses, and as the church is the impacted "neighbor" abutting the rear setback, staff finds no impact expected.

Chairman Tom Foster asked Kelly Wolfe if he would like to address the variance request. Kelly Wolfe said they had built a pavilion behind this house a few years ago that is used by the church. Mr. Wolfe said what they did was come right to the edge of that pavilion and a couple of feet of the retaining wall with the lot line, and it is not going to have a big yard. Mr. Wolfe said the side yard setback is existing in the old right-of-way; and they are preserving a set of stairs that lead down to the church to the left of the house, and at the back starts the retaining wall.

Chairman Tom Foster read the staff recommendation is to grant a variance of 7,208 square feet on lot size and up to 10 feet on the rear setback (varies). Chairman Foster asked Commissioners if they had questions or comments, with there being none called for a motion

Motion: Josh Conger made the motion to grant a variance of 7,208 square feet on lot size and up to 10 feet on the rear setback (varies), as presented and recommended by staff. Jim Rhein seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: NOVEMBER 21, 2023 **AGENDA ITEM #:** 2

SUBJECT: Approval of Minutes

Attached for approval are the minutes of the following Jonesborough Planning Commission meetings:

July 18, 2023

August 1, 2023 - Jonesborough Design Review Commission

August 15, 2023

September 19, 2023

October 17, 2023

JONESBOROUGH PLANNING COMMISSION

MINUTES – July 18, 2023

The Jonesborough Planning Commission met in a regular meeting on Tuesday, July 18, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Bill Graham, Richie Hayward, Jim Rhein

Members Absent: Terry Countermine, Hal Knight, Nick Vest

Staff Present: Jim Wheeler, Town Attorney, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. Public Comments – There were no Public Comments

2. Approval of Minutes - Meeting of June 20, 2023

The minutes of the June 20, 2023 Planning Commission meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Bill Graham made the motion to approve the minutes as presented, seconded by Richie Hayward and duly passed.

3. Site Plan Approval for Trushine Car Wash VI, West Jackson Blvd

Presented By: William Robinson, Will Robinson & Associates

Developer: KBM Commercial Properties

Contractor: True Line Construction Co., LLC

The request is for site plan approval of the Trushine Car Wash VII located on W. Jackson Boulevard. The subject property contains approximately 1.256 acres and is further described on Washington County Tax Map 59, Portion of Parcel 180.01. The following is Staff's review of the site plan:

Zone: The property is in the town limits and is zoned B-3 Arterial Business District.

Design Guidelines: The property is located within the town's design overlay district therefore the building design will need to be submitted to the Design Review Commission for approval. Staff provided the guidelines and discussed this phase with the developer's representative Chris Wright, and the Mr. Wright stated that submittal of the design would follow after the site plan is approved by Planning Commission.

Setbacks: Front 30', Side 10', Rear 25'

Ingress/Egress: The site plan shows ingress and egress off W. Jackson Boulevard.

Utilities: All utilities are available to the subject property and extensions of said utilities into the site by the developer will be placed underground.

Hydrants: The site will meet the minimum fire protection requirements.

Stormwater: A Stormwater Management Plan is provided for both peak flow control and water quality and is designed for development of the property. An erosion control plan has also been provided and a permit from TDEC (State) is required before grading can begin.

Erosion: The erosion control plan is attached.

Lighting: A photometric plan has been submitted. Staff reviewed and provided minor comments back to the engineer.

Landscaping: Landscaping plans have been submitted as part of the Site Plan review and approval process. The Tree and Townscape Committee will approve the formal landscape plan, which will occur prior to the design of the building is presented to the Design Review Commission.

Bonding: The Grading Permit Security Calculation Form is complete and the amount recommended by Staff is \$95,307.00.

Dumpster: Dumpsters are to be located in the rear of the property and screened. The engineer has tried to locate the site's dumpster in the rear however there are challenges within this area. A major challenge is a 30' wide stream buffer as identified on the plans. In addition to locating the dumpster in the rear would create an issue for solid waste as there is not sufficient space for a garbage truck to turnaround but instead would have to back out onto Persimmon Ridge Road. Backing out onto Persimmon Ridge Road is a safety concern and not plausible. Staff will continue to work with the developer on a strategic solution for a more robust screening of the dumpster area if the location of the dumpster in the front is approved by the Board of Zoning Appeals (BZA). *(Note: Approved by the BZA – July 18, 2023)*

The developer is working with the adjoining property owner, Douglas Brothers GP, on a construction easement for their project. A signed easement agreement is required to be provided to staff prior to the issuance of a grading permit.

Chairman Foster said there were four staff recommendations which will be presented as separate items.

Recommendation 1: Approve the Site Development Plans, subject to addressing all applicable review comments from Staff.

Chairman Foster asked Commissioners if they had any questions on Recommendation 1, with there being none called for a motion.

Motion: Josh Conger made the motion to approve Recommendation 1 as presented, seconded by Frank Collins and duly passed.

Recommendation 2: Approve the Grading Permit Security in the amount of \$95,307.00.

Chairman Foster asked Commissioners if they had any questions on Recommendation 2, with there being none called for a motion.

Motion: Bill Graham made the motion to accept Recommendation 2 as presented, seconded by Josh Conger and duly passed.

Chairman Foster said that Recommendations 3 and 4 will be approved together

Recommendation 3: Grading would not be permitted to begin until the building elevation plans/design, upon requirements being met, are approved by the Design Review Commission.

Recommendation 4: Require a construction easement agreement between KBM Commercial Properties and Douglas Brothers GP, for the project prior to the issuance of a grading permit.

Chairman Foster asked Commissioners if they had any questions on Recommendation 3 and Recommendation 4. There being no comments, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve Recommendation 3 and Recommendation 4 as presented, seconded by Josh Conger and duly passed.

**4. Approval of Signage for Saylor's Place, North Cherokee Street
Presented by: Brandon Stamper, Landstar, 367 Hog Hollow Road,
Johnson City, TN**

Saylor's Place is a residential development located off North Cherokee Street and is further described on Tax Map 52, Parcel 29.01. Monument signs are required to be approved by the Planning Commission. These type of residential development signs can be up to 32 square feet, and the sign proposed is estimated at 26.25 square feet. Chairman Foster read the staff recommendation to approve the overall design of the monument sign and sign area. Chairman Foster asked Commissioners if they had any questions or comments, with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the overall design of the Saylor's Place monument sign and sign area , as presented. Frank Collins seconded the motion and it was duly passed.

**5. Replat of Hulse Property and Tract 2 of Violet Jackson Property, Vines Drive
Presented by: Lewis Hulse, 211 Vines Drive, Jonesborough, TN**

The request is for final plat approval of the "Replat of the Hulse Property and Tract 2 of the Violet Jackson Property S/D" located on Vines Drive. The subject property contains 3 lots, approximately 2.44 acres, and is further described on Washington County Tax Map 60, Parcels 29.08 and 29.09, and 29.00. Lot 3 is not a stand-alone lot but is being added to the Griesmann property (Parcel 29.00) as noted on the plat.

The surveyor is McCoy Land Surveying. The final plat meets the minimum requirements of the subdivision regulations, except that all certifications are required at the time of the Planning Commission meeting.

Chairman Foster read to the staff recommendation for the approval of the final plat for "Replat of the Hulse Property and Tract 2 of the Violet Jackson Property S/D" subject to all certifications being obtained at the time of the Planning Commission meeting, and prior to the Secretary of the Planning Commission signing the Certificate of Approval for Recording. Chairman asked Commissioners if they had any questions in regard to the replat request. There being no comments, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the final plat for the Replat of the Hulse property and Tract 2 of the Violet Jackson Property Subdivision, as presented and subject to the notation by Town staff that no sewer is available to this property. The motion was seconded by Josh Conger, and duly passed.

6. Release of Bonds and Irrevocable Letter of Credit

A. Wash N Roll, 167 Headtown Road - Performance Bond #2515392 issued in the amount of \$96,010.00. The site was inspected by JW Greene who found the site to be stabilized and pond installed per plans, and is requesting that the Performance Bond be released.

Chairman Foster read the staff recommendation to approve Bond #2515392 for the Wash N Roll, as presented.

B. Ashley Meadows Subdivision – Hwy 81 North – A Cash Bond was issued in the amount of \$6,900.00 for the Ashley Meadows Subdivision located on Hwy 81 North. The site was inspected by JW Greene and he found the pond to be stabilized and operating as it should and is requesting that the Cash Bond be released.

Chairman Foster read the staff recommendation to approve the Cash Bond be released for the Ashley Meadows Subdivision pond, as presented.

C. Story Town Village, Boones Creek Road – An Irrevocable Letter of Credit was issued in the amount of \$60,000.00 for Story Town Village located on Boones Creek Road. The site was inspected by J W Greene and he found the site to be stabilized and landscaping installed. He is requesting that the Irrevocable Letter of Credit be released.

Chairman Foster read the staff recommendation to approve the Irrevocable Letter of Credit in the amount of \$60,000.00 be released for Story Town Village, as presented.

Chairman Foster asked Planning Commissions members if they had questions or comments, and with there being none, called for a motion.

Motion: Jim Rhein made the motion to approve Item 6-A, 6-B, and 6-C as presented and recommended by staff, Josh Conger seconded the motion and it was duly passed.

Chairman Foster said there was a request for an addition to the agenda for signage from First Town Motor, 1601 East Jackson Blvd, to the Planning Commission agenda. The consensus of the Planning Commission members was to add the sign request to the agenda.

Chairman Tom Foster recused himself from acting as a Commissioner, and Vice-Chairman Jim Rhein presided

Tom Foster, Foster Signs, presented the building-mounted sign for First Town Motor, 1601 East Jackson Blvd, Jonesborough, TN. The sign is 7' X 10' (70 sq. feet), 5" thickness and non-illuminated. Vice-Chairman Rhein asked the Commissions if they had any questions or comments. With there being none, Josh Conger made the motion to approve the building-mounted sign for First Town Motor as presented, seconded by Bill Graham and duly passed.

With there being no further business for discussion, Vice-Chairman Jim Rhein called for a motion to adjourn. Frank Collins made the motion to adjourn the meeting, seconded by Josh Conger and duly passed.

JONESBOROUGH DESIGN REVIEW COMMISSION

MINUTES

August 1, 2023

The Jonesborough Design Review Commission met in a called session on Tuesday, August 1, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Bill Graham, Richie Hayward, Nick Vest

Members Absent: Hal Knight, Jim Rhein

Staff Present: Glenn Rosenoff, Town Administrator, Jim Wheeler, Town Attorney, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

- 1. Approval of Building Design, Dairy Queen Restaurant, Corner of East Jackson Boulevard and Baleigh Lynn Loop**
Dairy Queen Representative: Nick Johnson (via phone)
Owner/Developer: Fourteen Foods, Steve Giorgi

Request for approval of the building design for the Dairy Queen Restaurant, at the corner of East Andrew Jackson Blvd and Baleigh Lynn Loop, as described on Washington County Tax Map 52-K, Group B, Parcel 3.00. The Dairy Queen is located within the Design Overlay District and therefore additional details of façade building materials is reviewed for Design Commission consideration and approval.

Dairy Queens, like other corporate or franchised type businesses, have a select few building designs that meet their corporate architectural and aesthetic model preferences. Staff have had several communications with DQ representatives over the project and both parties have attempted to reach the minimum 75% exterior wall standards as provided for in the design guidelines (see attached). The sides and rear of the building will be buffered and therefore meet our minimum requirements of buffering from Baleigh Lynn Loop. The front façade has the following materials and percentages proposed:

- Stone 13.2%
- EIFS (External Insulated Finishing Systems) 24.8%
- Glazing (glass) 25.5%
- Metal Red Panel 20.6%
- Metal Eyebrow Trim (black) 15.7%

Nearly 64% of the front building façade is made up of stone, EIFS, and glass, however glass is excluded (not counted) toward exterior materials. The buffering on all sides and rear "buffer" the majority of the building and provide for a strong landscaping presence at the site which is in close proximity to a residential development. The developer reported to staff that the property was pursued and put under contract before the town adopted the design guidelines, but they reported that changing their model will diminish their standard build that DQ corporate stands behind. The EIFS at 24.8% is a type of synthetic stucco but provides for a more flexible and aesthetic product and meets energy codes (the town is adopting updates to its energy codes at the August 7th BMA meeting). EIFS provides for an exterior wall cladding system that consists of an insulation board attached either adhesively or mechanically, or both, to the substrate; an integrally reinforced base coat; and a textured protective finish coat. Staff opines that the overall building with the buffering on 3 sides and the front façade do provide for a good building design (visual appearance). The guidelines state the following:

In the event of the requested use of one or more of these materials, significant reasoning or hardship is required to be presented to the Design Review Commission, or in the event of any variance, to the Board of Mayor and Aldermen.

It was noted that staff is favorable to the presented building design and recommends an exception to the 75% primary materials to the Board of Mayor and Aldermen at their August 7, 2023 meeting.

The Design Review Commissioners held discussion in regard to Dairy Queen's proposed request for their building design. There being no further discussion, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the building design request for the Dairy Queen Restaurant, as presented and recommended by staff. Josh Conger seconded the motion and it was duly passed.

2. Approval of Building Design, TruShine Car Wash, located along West Jackson Boulevard

Engineer: William Robinson, Will Robinson & Associates

General Contractor: K.D. Moore, True Line Construction Co., LLC

The Trushine Car Wash VII located on W. Jackson Boulevard received site plan approval by the Planning Commission on July 18, 2023. Trushine is located on West Jackson Boulevard and further described on Washington County Tax Map 59, Portion of Parcel 180.01. Trushine is further located within the Design Overlay District and therefore additional details of façade building materials is reviewed for Design Review Commission consideration and approval.

Trushine, like other corporate or franchised type businesses, have a select few building designs that meet their architectural and aesthetic model preferences. Staff have had several communications with Trushine representatives over the project and both parties have attempted to reach the minimum 75% exterior wall standards as provided for in the design guidelines.

The majority of the building façade is made up of split faced block. Split-face block, also called rock-faced, is a concrete building unit with a faux finish on one side that mimics natural stone, providing for an exterior finish that is more aesthetically pleasing. The different shades of gray graduating from darker at the bottom, lighter in the middle, and dark again at the top provides for a very aesthetic looking building. Glass is included in the design however glass is excluded (not counted) toward exterior materials. Although ingress and egress are from West Jackson Boulevard, buffering will be provided to screen partial view of the building from the Persimmon Ridge Road visual side.

Staff opines that the overall building with the painted split-faced concrete textured façade and the buffering at the Persimmon Ridge Road visual side provide for a good building design (visual appearance). The guidelines state the following:

In the event of the requested use of one or more of these materials, significant reasoning or hardship is required to be presented to the Design Review Commission, or in the event of any variance, to the Board of Mayor and Aldermen.

It was noted that Staff is favorable to the presented building design and recommends an exception to the 75% primary materials to the Board of Mayor and Aldermen at their August 7, 2023 meeting.

The Design Review Commissioners held discussion in regard to TrueShine's proposed request for their building design. Commissioners also discussed the guidelines and with the possibility of an amendment to the Ordinance by adding a list of different material to be used for improvement. Chairman Foster asked if a separate motion would have to be made in regard to request an amendment to the Ordinance. Jim Wheeler said you could do that, but the reason he suggests in putting it all on one motion is indicate as to why you are voting to approve this subject to the Board of Mayor and Aldermen approving the variance. Jim Wheeler said that is a little unusual but you are doing because you are asking for this change in the new ordinance to be considered, and he doesn't see this as setting any kind of precedents because it is brand new and we are just asking the Board to clarify that. Chairman Foster asked if he should read the staff one time. Jim Wheeler said if there is any opposition to asking the Board to give you all some lead way to approve. Commissioners felt understanding the conversation would the use of optional building materials to be considered on a case-by-case basis. Jim Wheeler said the recommendation would then be to approve the design of buildings presented and recommend exception to the 75% primary shows support to the Board of Mayor and Aldermen at the August 7, 2023 meeting and request that they consider modifying the ordinance to allow the

Design Review Commission to utilize this particular type of building material and perhaps others in the future on a case-by-case basis depending the location and surroundings of the building in question.

Chairman Foster said with the staff recommendation being heard, called for a motion. Frank Collins made the motion, seconded by Terry Countermine, to approve the design of the building as presented, and recommend an exception to the 75% primary materials and to recommend the exception to the 75% permeated request to consider modifying the ordinance to allow the Design Review Commission to utilize this particular type of building material and perhaps others in the future on a case-by-case basis depending the location and surroundings of the building in question to the Board of Mayor and Aldermen at their August 7, 2023 meeting. The motion was duly passed.

K.D. Moore, General Contractor and Developer out of the Tri-Cities Area Corporate Office, 1550 Hwy 126, Bristol, TN, addressed the Design Review Commission. Mr. Moore said he had been developing for over forty years, and one thing as a developer that you don't want to do is a Board in a city, you don't want to give pause to people to think what you just brought up, it is difficult build in and they are seeing it. Mr. Moore said since Covid, he thinks everybody stopped and started over-thinking stuff. Mr. Moore said the thing they are trying to do is keep it simple, and he believes in keeping a clean looking good city approach, give yourself some room to say here is the list of materials that we can use; and don't give developer pause. Mr. Moore said basically if you do that it rolls on and they don't say yes. He said he felt he got caught in the cross-hairs here, you are brand new to this and you don't even know what you are doing, and you are trying to learn it as you go and he does not have a problem with that, but he just wished you had done it after me. Mr. Moore said that was his suggestion because basically there is so much to this, and basically if he had known that this was in a corridor that he probably wouldn't have looked at the lot. He said he has developed for over forty years all over the East Coast, and with that he has seen a lot and done a lot. Mr. Moore said he has seen these cities around the Tri-Cities becoming more complicated in wanting to do good, but in fact it is causing harm; and he is urging that you be careful. He said is a believer in beautifying stuff but you got to be careful because you don't want to cause problems, and he feels it is the voice of most developers. Mr. Moore thanked the Commission for their time. Chairman Foster thanked K.D. Moore for his comments.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

Chairman Tom Foster opened the meeting of the Jonesborough Planning Commission, Josh Conger led the group in an opening Prayer, and Tom Foster led the Pledge to the Flag.

JONESBOROUGH PLANNING COMMISSION

MINUTES – August 15, 2023

The Jonesborough Planning Commission met in a regular meeting on Tuesday, August 15, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster-Chairman, Frank Collins, Josh Conger, Bill Graham, Richie Hayward, Vest

Members Absent: Terry Countermine, Hal Knight, Jim Rhein

Staff Present: Glenn Rosenoff, Town Administrator

Chairman Tom Foster noted a quorum was present and called the meeting to order.

There were no Public Comments.

Glenn Rosenoff held an information and discussion session with Planning Commission members on planning matters of growth and land use regulations. There was no formal action that required approval.

With there being no further business, Chairman Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – September 19, 2023

Chairman Tom Foster opened the meeting of the Jonesborough Planning Commission, Josh Conger led the group in an opening Prayer, and Bill Graham led the Pledge to the Flag.

The Jonesborough Planning Commission met in a regular meeting on Tuesday, September 19, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein

Members Absent: Bob Williams

Staff Present: Donna Freeman, Rachel Conger

Chairman Tom Foster noted a quorum was present and called the meeting to order.

- 1. Public Comments** – There were no Public Comments
- 2. Approval of Minutes** – There were no minute available for approval.
- 3. Approval of the Tiger Park Project – Local Parks and Recreation Fund Grant (LPRF)**

Rachel Conger, Recreation Capital Projects Planner, presented the Local Parks and Recreation Fund Grant (LPRF) that has been awarded to the Town of Jonesborough for the new Jonesborough K-8 school site in the amount of \$2.5 million. Rachel Conger said the grant funding can be matched with dollars spent for the purchase of the land, Town staff labor and use of Town equipment used when working at Tiger Park athletic facilities.

Rachel Conger said that Jonesborough's LPRF application is for funding assistance that essentially completes the development of recreational/athletic facilities located within Tiger Park. Ms. Conger said there are four playground areas within Tiger Park, one of which is located in the middle of the four major field areas and the tennis/pickleball courts; and this playground has many climbing and fitness features and is focused on healthy exercise for young people while games are going on the surrounding fields. Ms. Conger stated the other three playgrounds are around the school and with a focus on age and ability. The preschool playground is designed for very young children and is located adjacent to the two preschool classes in the school; and it and the other playgrounds close to the school have outside access through the fencing to facilitate community use. She said the playground next to the

Comprehensive Development Classes has equipment designed for any child, but it has additional equipment intended to enhance the experience of a disabled child. She said the large K-5 playground area that includes basketball goals, tether ball and sheltered seating is close to the multipurpose field area where youth soccer practices and games will be held frequently.

Rachel Conger said the Tiger Park project also includes the lighting of all four field areas: baseball, softball, large football/soccer, and the multipurpose field area for numerous "field" sports, including two (2) tennis and eight (8) pickleball courts that will be constructed, fenced, an acrylic surface applied, and lighting installed. Ms. Conger said a concession and restroom building will be constructed in a central location between the field areas, and a picnic pavilion sized for four (4) hexagon tables will be constructed close to the concession. She said the project also includes applying a half-inch rubberized surface to the asphalt track around the football/soccer field to help reduce any potential muscle and/ or bone damage, especially with younger children and seniors. Ms. Conger said recreation accessories like bleachers, bike racks, benches, trash cans, score boards, etc. are also included in the project.

Planning Commission members held discussion in regard to the Tiger Park project, and asked when the new K-8 school would be completed. Rachel Conger said the school would be completed at the end of October and the first day for the students will be when they return back to school after their Christmas holiday break on January 4, 2024.

Chairman Foster read the staff recommendation for the approval of the Tiger Park Project as part of the LPRF Grant process that provides funding assistance that essentially completes the development of recreational/athletic facilities located within Tiger Park, as presented. Chairman asked Commissioners if they had any questions or comments. There being none, Chairman Foster called for a motion.

Motion: Terry Countermine made the motion to approve the Tiger Park Project as part of the LPRF Grant process that provides funding assistance that essentially completes the development of recreational/athletic facilities located within Tiger Park, as presented. The motion was seconded by Jim Rhein, and duly passed.

4. Amendment to the Jonesborough Municipal Code, Title 11, Chapter 5, Planning and Zoning, Section 11-516B

On July 10, 2023, the Board of Mayor and Aldermen adopted several amendments to the Municipal Code found in Title 2, Alcoholic Beverages. Before you, the Planning Commission, is sections of the Municipal Code that need Planning Commission review and recommendation to the BMA whereby the BMA will hold a public hearing and a final reading before the amendment is adopted. The amendment is to delete Section 11-516B of Title 11, Chapter 5 in its entirety and replace with a new Section 11-516B.

Many of the amendments to the alcohol section of the Code was to amend the definitions pertaining to alcohol and to be in line with how the State of Tennessee per Tennessee Code Annotated defines "alcohol". The main section of the Ordinance that was amended is:

Before

- (d) Markets, package or other stores selling retail beer; provided there is no external signage advertising beer (beverages with five percent (5%) alcohol or less) or individual varieties of beer. Note: Internal signage advertising beer or beer varieties, even signs inside glass windows facing the exterior, are permitted.

After

- (d) Markets, package or other stores selling retail beer; provided there is no external signage advertising beer as defined in Section 2-201 of Title 2, Chapter 2 of the municipal code or individual varieties of beer. Note: Internal signage advertising beer or beer varieties, even signs inside glass windows facing the exterior, are permitted.

Chairman Foster read the staff recommendation for the approval to the Board of Mayor and Aldermen, the amendment to the Jonesborough Municipal Code, Title 11, Chapter 5, Planning and Zoning, Section 11-516B, as presented. Chairman Foster asked Commissioners if they had any questions in regard to the staff recommendation, with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the staff recommendation for the approval to the Board of Mayor and Aldermen, the amendment to the Jonesborough Municipal Code, Title 11, Chapter 5, Planning and Zoning, Section 11-516B, as presented., seconded by Josh Conger and duly passed.

5. Amendment to the Jonesborough Municipal Code, Title 11, Chapter Planning And Zoning Section 11-517D

On July 10, 2023, the Board of Mayor and Aldermen adopted several amendments to the Municipal Code found in Title 2, Alcoholic Beverages. Before you, the Planning Commission, is sections of the Municipal Code that need Planning Commission review and recommendation to the BMA whereby the BMA will hold a public hearing and a final reading before the amendment is adopted. The amendment is to delete Section 11-517D of Title 11, Chapter 5 in its entirety and replace with a new Section 11-517D.

Many of the amendments to the alcohol section of the Code was to amend the definitions pertaining to alcohol and to be in line with how the State of Tennessee per Tennessee Code Annotated defines "alcohol". The main section of the Ordinance that was amended is:

Before

- (1) These facilities are defined as follows: A facility that manufactures intoxicating liquors including alcohol, spirits, liquors, wines and every liquid or solid, patented or not, containing alcohol, spirits, liquor or wine, and capable of being consumed by human beings, but nothing in this section shall be construed or defined as including or relating to the manufacture of any beverage with alcohol content of five percent (5%) or less.

After

- (1) These facilities are defined as follows: A facility that manufactures intoxicating liquors including alcohol, spirits, liquors, wines and every liquid or solid, patented or not, containing alcohol, spirits, liquor or wine, and capable of being consumed by human beings.

Chairman Foster read the staff recommendation recommending approval to the Board of Mayor and Aldermen, the amendment to the Jonesborough Municipal Code, Title 11, Chapter 5, Planning and Zoning, Section 11-517D, as presented. Chairman Foster asked Commissioners if they had any questions or comments, with there being none called for a motion.

Motion: Terry Countermine made the motion to approve the staff recommendation recommending approval to the Board of Mayor and Aldermen, the amendment to the Jonesborough Municipal Code, Title 11, Chapter 5, Planning and Zoning, Section 11-517D, as presented. Jim Rhein seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

CERTIFICATE of MINUTES

SEPTEMBER 19, 2023

I, Tom Foster, Chairman of the Jonesborough Planning Commission, do hereby certify that the minutes of the September 19, 2023, meeting of the Jonesborough Planning Commission as documented above, have been reviewed and approved in a regularly scheduled meeting of the Planning Commission held the 21st day of November 2023.

Signed: _____
Tom Foster, Chairman, November 21, 2023

JONESBOROUGH PLANNING COMMISSION

MINUTES – October 17, 2023

Chairman Tom Foster opened the meetings of the Jonesborough Planning Commission and the Jonesborough Board of Zoning Appeals, Josh Conger led the group in an opening Prayer, and Jim Rhein led the Pledge to the Flag.

The Jonesborough Planning Commission met in a regular meeting on Tuesday, October 17, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Robin Harpe, Richie Hayward, Jim Rhein

Members Absent: Bill Graham, Bob Williams

Staff Present: Glenn Rosenoff, Town Administrator, Donna Freeman, Shawn Jackson, Building Inspector

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. **Public Comments** – There were no Public Comments
2. **Approval of Minutes** – There were no minutes available for approval.
3. **Request to Rezone Property Located at 206 Old Stuart Hill Road, Jonesborough, TN (Washington County) from R-1 (Low Density Residential) to A-1 (Agriculture District)**
Presented by: Tex Scalf (Property Owner) and Patricia Wheat, 206 Old Stuart Hill Road, Jonesborough, TN

Chairman Foster asked if there was anyone present to address the rezoning request. Tex Scalf and Patricia Wheat addressed the Planning Commission and said that the reason they are asking to have the property rezoned is because their house is about 80 years old and is falling down, she had bought a mobile home for the family and they did not know that the property was not zoned for a mobile home; and they want to put the mobile home on their property to move into.

Chairman Foster asked if there was anyone else present to speak for the matter, to please come forward and state your name and address. Tex Scalf, Jr., 206 Old Stuart Hill Road, Jonesborough, TN. Mr. Scalf said his father owned the land at 206 Old Stuart Road and his father and mother are both passed away, and the land and house has been handed down through generations and never had been an R-1 before and they could not understand it and didn't know about the R-1 until they were ready to move the mobile home on the land. Mr. Scalf said they would take care of the property and keep it cleaned up.

Chairman Foster asked if there was anyone else present to speak for the matter, to please come forward and state your name and address. Ella Maynard, 224 Old Stuart Hill Road, Jonesborough, TN, and said that Tex Scalf, Jr and Patricia Wheat are her neighbors and she would just love to see them have a home that they can live in and be comfortable for the rest of their years.

Chairman Foster asked if there was anyone present to speak against the rezoning request, and there was no one.

The rezoning request is for property not located within the Town's city limits but within the Town's Planning Region, and as such, the Jonesborough Planning Commission makes recommendation to the Washington County Board of Commissioners on rezoning matters within the region.

Tex Scalf is requesting rezoning of a tract of land from R-1 Low Density Residential District to A-1 General Agriculture District. The subject property is located at 206 Old Stuart Road, further described on Washington County Tax Map 51, Parcel 209.00, and containing 0.53 acres.

Surrounding Zoning	Surrounding Land Use
North: R-1 District	Single-Family Dwellings Jackson Park Subdivision Vacant
South: A-1 District (Across Old Stuart Hill Road)	Vacant, Mobile Homes
East: R-1 District	Single Family, Agriculture
West: R-1 District	Single Family Dwellings Jackson Park Subdivision

Information provided to Town staff was that the purpose of the rezoning from R-1 Low Density Residential District to A-1 General Agriculture District was to place a single wide mobile home on the subject property. The R-1 zoning district does not permit for single wide mobile homes.

The subject property is abutting the Jackson Park Subdivision zoned R-1 and the predominant land use is single family residential uses. The property also abuts a large tract of land with 23.91 acres, is zoned R-1, and contains a single-family dwelling.

To the immediate south of the property and across Old Stuart Hill Road, there are some mobile homes, however within the immediate area between Old Stuart Hill Road and Highway 81-N, which has both A-1 and R-1 zones, is a mixture of land uses of mobile homes, single family dwellings, agriculture and vacant.

The rezoning of the subject tract to A-1 is inconsistent with the immediate zoning and land uses to the north, west, and east, and the subject tract abuts a platted subdivision, Jackson Park to the north and west, therefore staff recommends denial of the rezoning to the Washington County Board of Commissioners.

Chairman Foster asked Planning Commissioners if they had any questions or comments in regard to the rezoning. There being none, Chairman Foster read the staff recommendation that based on the land use analysis, the recommendation is to deny the rezoning from the R-1 Low Density Residential District to the A-1 General Agriculture District, to the Washington County Board of Commissioners. Robin Harpe asked how long has it been zoned R-1. Chairman Foster replied that he did not know the answer to that. Glenn Rosenoff said that staff does not know the answer to that, because being in the planning region it covers outside of Jonesborough's city limits, and is in Washington County. Glenn Rosenoff said if rezoning request is approved or denied it still goes to the Washington County Board of Commissioners to be heard and if they want to approve the rezoning, they have to have 2/3 majority vote of its members if the Jonesborough Planning Commission denies the request. Chairman Foster asked if there were any further discussion, and there being none called for a motion.

Motion: Frank Collins made the motion to go with the town staff's recommendation to deny the rezoning request, Josh Conger seconded the motion, and it was duly passed.

Chairman Foster explained to Tex Scalf and Patricia Wheat that they will go to the Washington County Board of Commission, who will receive the Planning Commission's recommendation to deny the rezoning request, but that they will have a chance to go before the County to represent their rezoning request. Chairman Foster said he did not know Washington County's meeting date.

**4. Request for division to the Jonesborough United Methodist Church Trustees Property – Peggy Conger Byrd Youth Center, 215 West Main Street
Presented by: Kelly Wolfe and Bill Flannery**

The request is for final plat approval of a 4-lot subdivision titled "Division of the Jonesborough United Methodist Church Trustees Property". The subject property is located at the corner of West Main Street and South 2nd Avenue. The subject property is further described on Washington County Tax Map 60-A, Group F, Parcel 2.00 and 3.00, and contains 0.30 acres (parcel 2.00) and approximately 0.90 acres (parcel 3.00).

The purpose of the subdivision plan is to separate the single-family home owned by the church, aka the Peggy Conger Byrd Youth Center, being Lot 2, from the remaining church land uses (pavilion, parking lot, etc.), and to add said land uses to the remainder of the church property (parcel 3.00). The single-family dwelling does have its own driveway for parking.

The Lot 2, existing house, after the division does not meet the minimum lot square footage of the R-2 district of 12,000 (contains 4,792 sq. ft) and this variance is going before the Board of Zoning Appeals for action. Staff reviewed the division plan and understands the logical boundary line for the existing house to be able to have a "clean" division from the remainder of church land uses. Lot 2 in square feet is approximately 4,792. When looking at wide scale immediate high-density area, there

are tracts of land that are greater in size and less in size due to the historic nature of the downtown area.

Staff's review does not indicate that the lesser square footage would have a negative impact on the neighboring properties since the church owns property to the south and east.

Since the plat involved a request for variance that would have to go before the Board of Zoning Appeals, signatures on the plat will be required following the outcome of the appeals meeting.

Chairman Tom Foster asked if there was anyone present to address this request. Kelly Wolfe, 162 Vines Drive, Jonesborough, TN. Mr. Wolfe said he is a member of the congregation of the Jonesborough United Methodist Church, and Bill Flannery, Vice-Chairman of the Board of Trustees. Mr. Wolfe said they have four different properties to maintain, which is a lot if you consider that they are all in the Historic District. Mr. Wolfe said they have been working with the Historic Zoning on doing something with the little building on Second Ave, and they are requesting to have the option of subdividing the property of the Youth House, located on the corner of Second Ave. and West Main Street, to give them options in the future if they decide that they need or want to sell that property. He said the property has been maintained on the exterior, and has been recently painted and received a new roof. Mr. Wolfe said the interior is very much in need of renovation and in his estimation the cost would be at least \$250,000 - \$300,000. Mr. Wolfe said that the Church's Board of Trustees and the Pastor feels like that it is something essential to have this house to be subdivided from the other remaining parcels as an option to sell in the future. Terry Countermine asked if it will be essentially end up being two plots, with this and the remaining property will all be one. Kelly Wolfe said in the end that is what it will be, because right now the little church is a separate parcel, and that is in the process of being merged into the larger parcel. Mr. Wolfe said the Youth activities will be moved to the newer building next to the little playground, which is a much better structure.

Chairman Foster said there were two staff recommendations to approve the final plat of the "Division of the Jonesborough United Methodist Church Trustees Property" subject to: (1) the Board of Zoning Appeals granting the petitioners request for variances, and (2) all certifications on the final plat are presented to staff prior to the Secretary of the Planning Commission signing the Certificate of Approval for Recording. Chairman Foster asked Commissioners if they had any questions in regard to the staff recommendations. Frank Collins asked

Motion: Terry Countermine made the motion to approve the final plat of the "Division of the Jonesborough United Methodist Church Trustees Property" subject to: 1. The Board of Zoning Appeals granting the petitioners request for variances, and 2. All certifications on the final plat are presented to staff prior to the Secretary of the Planning Commission signing the Certificate of Approval for Recording. Frank Collins stated he had a couple of questions, and asked about parking and easements and if that property was sold in the future as a single-family residence where would the parking be and does

the easement include part of the church parking lot. Kelly Wolfe said there is one parking spot built in right in the front, but as is with many of the buildings in downtown it would rely on on-street parking for other cars other than that one. Mr. Wolfe said there would not be any easements given with the deed for use of the church parking lot. Mr. Wolfe said the notion of the Trustees he has spoken with is that would be potentially allowed as a handshake deal but they didn't want to deed necessarily parking privileges in the church parking lot. He said there are plenty of spots right across the street and up the street that are used all the time, and there is plenty of on-street parking available and if you look a little bit further downtown there is all kinds of properties in fact that don't have a parking spot associated with the building. Frank Collins seconded the motion, and it was duly passed.

Chairman Foster said the next item on the agenda was the request to relocate the outdoor advertising structure from 211 Forest Circle to 1577 West Jackson Blvd, by Foster Signs. Chairman Tom Foster recused himself from acting as a Commissioner and Vice-Chairman Jim Rhein presided the meeting.

Tom Foster, Foster Signs, is the owner of a single faced billboard located at 211 Forest Circle across from Taco Bell. The structure is 320 square feet (10'X32'). The proposed location is at 1577 West Jackson Boulevard next to Jonesborough Wine and Spirits. The proposed structure is double faced with a reduced square footage size to 200 square feet (10'X20'). The proposed location is identified on a copy of the "Douglas Retail Site Plan".

Although billboards are prohibited in the Town of Jonesborough, billboards that exist are considered non-conforming or grandfathered. In 2011, the BMA passed an ordinance that allows billboards to be exchanged for grandfathered billboards.

A major advantage of LED billboards is the appearance factor that will not fade, peel, become dirty, or change color over time like static signs do. Another reason is to share the screen with other companies. The end product in digital format meets the intent of the digital signage requirements with a standard minimum of 8 seconds before the message changes. The replacement sign provides for better viewing for travelers, and the reduction in size from 320 to 200 square feet is more suitable.

A digital billboard easily seen at a traffic signal is even more effective because the image will change a number of times when waiting for a change in the signal.

Vice-Chairman Jim Rhein read the staff recommendation to approve the billboard relocation plan from 211 Forest Circle to 1577 West Jackson Boulevard next to Jonesborough Wine and Spirits with a reduced square footage from 320 to 200, as presented.

Glenn Rosenoff, Town Administrator, said the Town follows a somewhat unique standard in their Municipal Code in regard to grandfathering. For zoning, grandfathering allows an existing operation to legally continue, even if the current regulations prohibit it. Mr. Rosenoff said you can take an existing billboard, take it down and put it back up under

nonconforming grandfathered uses (TCA 13-7-208), but Jonesborough regulations allows you to take one location where there was a grandfathered use and take it to somewhere else, and gives the Planning Commission authority on approving such relocation. Mr. Rosenoff said to comply with Jonesborough's Municipal Code, the single-facing, non-digital billboard may be changed to digital, however the sign to be relocated must remain a single-facing type billboard. Glenn Rosenoff said he is already looking into a possible amendment to that provision, because it doesn't make sense to spend all that money in advertising that would be great for Jonesborough to not be able to display it on both sides. Mr. Rosenoff said that Jonesborough has it in its code to allow for relocation, so you cannot have any more billboards, but you could potentially have less.

Commissioners discussed the sign relocation and Vice-Chairman Jim Rhein if anyone had questions or concerns in regard to the request. Robin Harpe asked what happens to the current sign next to the ice cream shop because we can't have more billboards. Tom Foster said it is relocated so it is gone. Ms. Harpe asked that once it goes away then another one cannot be erected. Tom Foster said that is correct. Robin Harpe commented that her neighbors in the Meadows Subdivision are not going to like this because they are already complaining about the signage that is on the side of the building for Wine & Spirits. Ms. Harpe said there are probably five to six houses that have their back porches that faces in that direction and they see that redlight, the signage on the building and they complain all the time. Ms. Harpe said she feels they are not going to like a sign that is 10 feet tall, that at some point is going to be double-sided, that is going to change and become digital and brighter. Ms. Harpe said she feels the Planning Commission will get a lot of comments and complaints, because the people effected in that neighborhood that is not going to be very happy. Richie Hayward asked if the sign will face west and east if it is double-sided. Tom Foster said that is correct. Tom Foster said it is not facing the Meadows, so coming from Greeneville into Town you will be able to see it, and leaving Town you will be able to see it if it ends up being double-faced. Mr. Foster said if it is single-faced it will probably be pointed in the direction of people coming into town from the west (Greeneville). Mr. Foster said he has had many requests from people in town that they would like to have something at that end that they could advertise their business and get people to turn down Persimmon Ridge Road to go to downtown.

Motion: Josh Conger made the motion, seconded by Terry Countermine, approve the billboard relocation plan from 211 Forest Circle to 1577 West Jackson Boulevard next to Jonesborough Wine and Spirits with a reduced square footage from 320 to 200, as presented. Vice Chairman Rhein asked if there was any further discussion. Frank Collins said the Town voted to prohibit billboards in the past for a reason and the goal is to have fewer billboards in town, so this location and size is preferable to where it is, but he would like to see the Town work to have fewer billboards in town, especially the one on West Main Street. Glenn Rosenoff said in Tennessee Code Annotated if the billboard was taken down and then two and a half years has passed and someone wanted to resurrect one then probably there is a potential of losing that spot. Mr. Rosenoff said right now Jonesborough has it in its code to allow the relocation, but there is no provision right now to reduce the number of billboards due in most part to the grandfathering and relocation provisions contained in the town's Municipal Code. Vice Chairman Rhein called for the

vote. Commissioners voting Aye: Frank Collins, Josh Conger, Terry Countermine, and Richie Hayward. Commissioners voting Nay: Robin Harpe. The motion carried.

Tom Foster rejoined the meeting and presided as Chairman; and with there being no further business for discussion adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: NOVEMBER 21, 2023 **AGENDA ITEM #:** 3

SUBJECT: Sign Request – Laurelwood Apts., 420 West Jackson Blvd

BACKGROUND:

Laurelwood Apartments are multi-family apartments located at 420 W. Jackson Boulevard and is further described on Tax Map 60A, Group A, Parcel 12.04. Monument signs are required to be approved by the Planning Commission. These type of residential development signs can be up to 32 square feet, and the sign area proposed is 32 square feet. The proposed sign in the packet shows a note that the bottom of the sign will be wrapped (closed in from surface to bottom of sign) to conform with a "monument", but may be changed if the regulations are amended*. For now the monument's base is to be on the ground therefore the owner is wrapping the bottom.

[Planner's Note: Town Administrator will be submitting a proposed definition change to the Planning Commission in December but the amendment process also will involve the Board of Mayor and Aldermen. The proposal takes into account monument signs that the base of the structure is on the ground or a maximum of twelve (12) inches above the adjacent grade. More details are forthcoming at the December PC meeting.]

RECOMMENDATION:

Approve the overall design of the monument sign and sign area, as presented.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

SIGN REQUEST

(ALL SIGN REQUESTS, EXCEPT TEMPORARY, MUST BE APPROVED BY THE PLANNING COMMISSION)

BUS. NAME Laurelwood Apts PHONE: () 782-2090

BUS. ADDRESS: 420 W. Jackson Ave. Zone: R-2

TYPE OF BUSINESS: Apartment Complex

OWNER OF BUSINESS: Arbella Prop. PHONE: 446-8154

SIGN CONTRACTOR: Stanford Custom Eng. PHONE: () 753-6911

TOTAL VALUE OF ALL PROPOSED SIGNAGE: \$ 1,700

TYPE OF SIGNAGE

FREE-STANDING

1. Size Of Structure: Height 5 x Width 8 Illum: No

(Yes/No)

Sign Area: Height 4' x Width 8 = sq/ft 0.00 32

Sign Material: Plastic () Metal ☒ Vinyl () Other () _____

Structure Material: Stone base _____ Brick base _____ Other Steel

2. (If two separate streets)

Size Of Structure: Height _____ x Width _____ Illum: No

(Yes/No)

Sign Area: Height _____ x Width _____ = sq/ft 0.00

Sign Material: Plastic () Metal () Vinyl () Other () _____

Structure Material: Stone base _____ Brick base _____ Other _____

WALL MOUNTED (Length of Store Front: _____)

1. Wall Height: _____ Wall Width: _____ Illum. No
(Yes/No)

Select One

a. Letter Size: (box each letter and add) Total sq. ft of Lettering: _____

Height of tallest letter: _____ Thickness _____

b. Sign Area: (4 sided box-all letters) Height _____ x Width _____ = Sq. ft. 0.00

Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Wall Height: _____ Wall Width: _____ Illum. No
(Yes/No)

Select One

a. Letter Size: (box each letter and add) Total sq. ft of Lettering: _____

Height of tallest letter: _____ Thickness _____

b. Sign Area: (4 sided box-all letters) Height _____ x Width _____ = Sq. ft. 0.00

Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

BRACKET MOUNTED (Projecting Sign)

1. Size: Height _____ x Width _____ = 0.00 sq/ft Illum. No
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Size: Height _____ x Width _____ = 0.00 sq/ft Illum. No
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

CHANGEABLE MESSAGE SIGNS (Billboards)

1. Existing Size: Height _____ x Width _____ = sq. ft. 0.00

2. Proposed Size: Height _____ x Width _____ = sq. ft. 0.00

3. Nits per day____

4. Nits per night____

TEMPORARY SIGN:

1. Size: Height: _____ Width: _____

Sign Material: _____

NOTE: Before Sign Request can be processed, you must provide the following:

1. **FREE STANDING SIGN: SITE PLAN SHOWING PROPOSED LOCATION, FOOTING DETAIL, EXISTING SIGNAGE, PICTURE(S) OF SIGN. SIGN MUST BE GROUND MOUNTED OR MONUMENT SIGN NO HIGHER THAN 14 FEET. A SECOND FREE-STANDING SIGN IS ONLY ALLOWED IF THERE ARE ENTRANCES TO THE DEVELOPMENT FROM TWO DIFFERENT AND SEPARATE STREETS.**
2. **WALL MOUNTED SIGN: PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION ON STRUCTURE, EXISTING SIGNAGE. BUILDING MOUNTED SIGNS CAN BE SIZED BY COMPLETING FOUR SIDED BOX AROUND ALL THE LETTERS, OR BOXING EACH LETTER, SIZING EACH BOX, AND TOTALING THE SQUARE FOOTAGE FOR ALL THE LETTERS. (PLEASE IDENTIFY WHICH METHOD IS BEING USED)**
 - The sign square footage is based on the building frontage. Please provide a layout of the building frontage. Identify width of the building and /or of the individual shop.
 - Letter size can be increased if the building is 200 feet or more from the front street. Please identify this footage. _____
 - Typically one (1) square foot of sign area on the building for each linear foot of building frontage occupied by each tenant.
3. **BRACKET SIGN (Projecting Sign): PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION OF BRACKET ON STRUCTURE, EXISTING SIGNAGE.**

4. **CHANGEABLE MESSAGE SIGN (BILLBOARDS). PHOTO OF EXISTING BILLBOARD. MUST PROVIDE SIGN SPECIFICATIONS.**

5. **TEMPORARY SIGN:** *Must get prior approval from Building Inspector* __

Give details if yes was checked on Illum :

- Please identify lighting as external or internal. External lighting can cause glare/light pollution, so the fixtures need to be located, on the location map, to see if there might be a safety issue. _____

Additional Information if needed: _____

Signature: _____

(Representative of Sign Company/Owner)

Date: _____

10/13/23

Sign Approved _____

Date

Building Inspector

Permit # _____

Amount \$ _____

12/8/07, 4/14/10, 1/19/11

THE OLDEST TOWN IN TENNESSEE

Laurelwood Apartments

420

** will wrap base to conform with
"monument" Regulations until New free-standing
Sign Code is updated in Nov, 23.*

STAFFORD
Custom Graphics

(423) 753-6911 or (800) 752-9972
P.O. Box 355 • 1903 Highway 11E • Jonesborough, TN 37659

www.staffordcustomgraphics.com
jstafford@staffordcustomgraphics.com

4x8 ACM

Arbella Properties

Authorized Signature Approving Art _____ Date: ____/____/____

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Proposed Designs by Stafford Custom Graphics, LLC

07/12/23



Laurelwood
Apartments
420