

JONESBOROUGH PLANNING COMMISSION

MINUTES – May 16, 2023

The Jonesborough Planning Commission met in a regular meeting on Tuesday, May 16, 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 Counterline, Bill Graham, Richie Hayward, Jim Rhein

Members Absent: Hal Knight, Nick Vest

Staff Present: Donna Freeman

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

1. Approval of Minutes - Meeting of March 21, 2023

The minutes of the March 21, 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 Josh Conger and duly passed.

2. Washington County Rezoning Request for Property Located on Hwy 81 South Presented by: Jeffrey Jones, 2177 Hwy 81 South, Jonesborough, TN, Owner

The request was to rezone 39.9 acres of land located along Hwy 81 South as described on Washington County Tax Map 68, Parcel 42.00, from the current A-1 (General Agricultural District) to R-1 (Low Density Residential District), for a future single family land use. The property is located in Washington County, outside of Jonesborough city limits, but within the Jonesborough's Planning Region.

Chairman Foster read the staff recommendation to approve the rezoning of the subject tract located on 81-S, Washington County Tax Map 68.00, Parcel 42.00 from A-1 to R-1 to the Washington County Board of Commissioners, as presented.

Chairman Foster asked if there was anyone present that would like to address the Planning Commission in regard to the rezoning request. Salvador Delavega, 2121 Hwy 81 South, adjacent property owner to the Jeffrey Jones' property, addressed the Commission with concerns about water run-off on his property with the proposed development of the Jones' property. Chairman Foster explained that the Jonesborough Planning Commission is only addressing the rezoning request to either

recommend or not recommend rezoning property to the Washington County Planning Commission who will have final approval of the rezoning. Chairman Foster said if Washington County does approve Jeffrey Jones' rezoning request then he would be required to submit a site plan for the division of the property and that is when water run-off issues can be addressed. Chairman Foster asked if there were any further comments to come before the Commission, and with there being none called for a motion.

Motion: Jim Rhein made the motion to recommend approval of the rezoning of the 39.9 acres tract located on Hwy 81 South, Washington County Tax Map 68.00, Parcel 42.00 from A-1 (General Agricultural District) to R-1(Low Density Residential District) to the Washington County Board of Commissioners, as presented. Josh Conger seconded the motion and it was duly passed.

3. Monument Sign – Story Town Village, Boones Creek Road

Owner: Kenny Harp, Harp Legacy Construction

Presented by: Jonathan Lewis, Highlands Engineering, 4132 Bristol Hwy, Johnson City, TN

Request for approval of a monument sign for Story Town Village. The sign measures approximately 5 feet, 3 inches in height and is approximately 28 feet wide, for a total of approximately 140 square feet; and the actual sign area is only 12"X16' or 16 square feet. With the road frontage of nearly 358 feet, a 140 square feet sign, but only 16 square feet sign area, would not be out of character at the entrance, therefore staff is recommending approval of low voltage monument sign.

Chairman Foster read the staff recommendation for the approval of the overall design of the monument sign and sign area, as presented. Chairman Foster asked the Commissioners if they had any comments or questions, and with there being none called for a motion.

Motion: Terry Countermine made the motion, seconded by Bill Graham, to approve the overall design of the monument sign and area for Story Town Village as presented. The motion was duly passed.

4. Fencing Request - Story Town Village, Boones Creek Road

Owner: Kenny Harp, Harp Legacy Construction

Presented by: Jonathan Lewis, Highlands Engineering, 4132 Bristol Hwy, Johnson City, TN

Request for approval of a Kentucky Horse Fence, with 6"X6" posts spaced 8 ft. apart with a standard four-rail decking. As part of the buffer requirements for this development, the contractor met with Rachel Conger, Town Staff, regarding the inclusion of a fence as part of the overall buffer/landscaping plan. The Option B2

buffering per the municipal code relative to fencing as part of the plan is “a minimum of six foot (6’) high fence, specifically approved by the Planning Commission.”

Chairman Foster read the staff recommendation for the approval of the fencing style with 6”X6” posts spaced 8-feet apart with standard 4-rail decking and described as a “Kentucky Horse Fence, as presented. Chairman Foster asked the Commissioners if they had any comments or questions, and with there being none called for a motion.

Motion: Josh Conger made the motion to approve the Kentucky Horse Fence as presented, seconded by Richie Hayward and duly passed.

5. Washington County Zoning Regulations – Zoning Text Amendment Presented By:

Washington County Planning Director Angela Charles requested Jonesborough Planning Commission’s approval of a zoning text amendment to Washington County Zoning Resolution Article V, General Provisions, Section 511, Site Development Plan Regulations for Zoning Districts.

Note: A copy of the Washington County Zoning Text Amendment is on file with original minutes.

Chairman Foster read the staff recommendation recommending the zoning text amendment to the Washington County Zoning Resolution Article V, General Provisions, Section 511, Site Development Plan Regulations for Zoning Districts, to the Washington County Board of Commissioners, as presented.

Motion: Terry Countermine made the motion to approve the zoning text amendment to the Washington County Zoning Resolution Article V, General Provisions, Section 511, Site Development Plan Regulations for Zoning Districts, as recommended by staff. The motion was seconded by Jim Rhein and duly passed.

6. Review and Final Approval of the Planning Commission By-Laws

Commissioners reviewed the proposed By-Laws as presented by staff. Chairman Foster asked the Commissioners if they had any questions or changes. There being none, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the Planning By-Laws as presented. Josh Conger seconded the motion and it was duly passed.

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

BY-LAWS
OF THE
JONESBOROUGH, TENNESSEE
REGIONAL PLANNING COMMISSION
MAY 16, 2023

ARTICLE I. THE COMMISSION

- Section 1. Name of Commission. The name of the commission shall be the Jonesborough Regional Planning Commission as established and provided by the Tennessee Code Annotated, § 13-3-102.
- Section 2. Office of Commission. The office of the commission shall be at Jonesborough Town Hall where the official meetings will be held, except that special meetings may be held at other places as designated by the Planning Commission with proper public notice.

ARTICLE II. OFFICERS

- Section 1. Officers. The officers of the commission shall be a Chairman, a Vice-Chairman, Secretary, and assistant Secretary.
- Section 2. Elections. The Chairman shall be selected from among the appointed members only, with the Vice-Chairman being selected from all members. The Secretary shall be appointed from the membership of the commission. The assistant Secretary shall be appointed as a staff member of the Planning Commission. The elections shall be held at the January meeting of the commission. The terms shall be for one year with eligibility for re-election.
- Section 3. Chairman. The Chairman shall preside at all meetings of the commission. Except as otherwise authorized by the commission, the Chairman shall sign all contracts, reports, and instruments made by the commission. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the commission.
- Section 4. Vice-Chairman. In the absence or incapacity of the Chairman, the Vice-Chairman shall perform his duties until such time as a new Chairman is elected or the Chairman returns.

- Section 5. Secretary or Assistant Secretary. The Secretary shall sign all subdivision plats. In the temporary absence of the Secretary, the Chairman or Assistant Secretary may act as the Secretary. The Assistant Secretary shall sign all administrative plats; however, the Secretary or Chairman may act as the Assistant Secretary in the absence of the Assistant Secretary. Minutes of all proceedings shall be written by the Secretary or designee. The Secretary shall perform such other duties in regard to records, including the certification of record transcripts, as the commission may direct.
- Section 6. Vacancies. Should the office of Chairman, or Vice-Chairman become vacant, the commission shall, at its next regular monthly meeting, elect a successor in the manner prescribed for the election of such officer, and such election shall be for the unexpired term of said officer.
- Section 7. Removal of Members. Any vacancy in an appointed membership shall be filled for the unexpired term by the Mayor, who shall also have authority to remove any appointed member at the Mayor's pleasure as per Tennessee Code Annotated 13-4-101.

ARTICLE III. MEETINGS

- Section 1. Regular Meetings. Regular meetings of the commission shall be held monthly on the third Tuesday of each month at 6:00 P.M. at Jonesborough Town Hall, or at such other time and place as may be designated by the chairman. If the regularly scheduled meeting falls on a holiday in which town offices are closed, the following Tuesday will be the date of the meeting. The agenda for the regular meeting will be delivered or e-mailed to each commissioner at such address as previously designated. During the Regular meeting, no business shall be considered other than that designated in the delivered or e-mailed agenda. Provided that business which does not require advance public hearing or notification may be considered upon recommendation from the staff planner and approved for inclusion on the agenda by a majority vote of the Planning Commission.
- Section 2. Special Meetings. The chairman of the commission may, when he deems it necessary, call a special meeting of the commission for the purpose of transacting any business designated in the call. Proper public notice of any special called meeting shall be duly advertised. At such special meeting, no business shall be considered other than that designated in the call.
- Section 3. Quorum. A majority of commissioners shall constitute a quorum for the purpose of conducting the business of the commission. The concurring vote of a majority of the quorum present shall be required to take final action on any matter before the commission, except that the adoption of plans or amendments to plans shall require the affirmative vote of a two-thirds (2/3) of the entire membership of the commission.

Section 4. Manner of Voting. The voting of all questions coming before the commission shall be entered upon the minutes of such meeting, and an accurate record shall be made of all official action of the commission.

Section 5. Rules. Unless otherwise stated in the planning commission's by-laws, all meetings shall be conducted according to the latest revision of Roberts Rules of Order.

ARTICLE IV. MEMBER ATTENDANCE

In order for the planning commission to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. When any appointed member has been absent for three (3) unexcused consecutive regular meetings the Mayor shall have the authority to remove such member as per Tennessee Code Annotated 13-4-101.

ARTICLE V. APPLICANT ATTENDANCE

On all agenda items before the Planning Commission, the owner, agent, representative or project manager shall attend the Planning Commission meeting to present and/or answer questions concerning that agenda item. If no one is present at the meeting, the planning commission may elect not to consider the agenda item.

ARTICLE VI. AMENDMENTS

The by-laws of this commission may be amended at a regular or special meeting, but no amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all members of the commission.

ARTICLE VII. ADMINISTRATIVE PROCEDURES

Section 1. Rezoning Signs.

1. A petition for a change in a zoning district classification shall be filed with the Building Department staff (form provided).
2. Responsibility for Posting of signs: The Building Department staff shall post signs on the subject property as per the zoning regulations in effect at the time of the request.
3. Signs shall be furnished by the Building Department office, and be located so as to be clearly visible and readable from the street.

4. Signs on each property shall not be deemed necessary to adopt or readopt a new zoning district map for the town.
5. Maintenance of Signs: It shall be the responsibility of the property owner or their designee to ensure the sign remains posted or to notify the Building Department if a sign is lost, damaged or stolen.
6. At Planning Commission meetings, the owner or their designee may be asked to affirm that such posting has been done. The rezoning request will be deferred to the next meeting if the required signs are lost, damaged, stolen or otherwise not viewable during the period they are required to be posted, and the owner or their designee did not notify the Building Department.

Section 2. Rezoning Notification Letters. Notification letters shall be sent to property owners as required by the Jonesborough Municipal Code.

Section 3. Agenda. For regularly scheduled meetings of the Planning Commission, the cut-off for agenda items shall be the 1st of the month prior to the meeting. Copies of the agenda and all supporting materials will be delivered or e-mailed to each Planning Commission member. Planning Staff will provide the agenda and supporting materials within four (4) days prior to the meeting. All original materials related to the agenda will be available for review and inspection by the Planning Commission members at Town Hall in advance of the meeting.