

JONESBOROUGH PLANNING COMMISSION

MINUTES – MAY 21, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, May 21, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Counterline, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Josh Conger

Staff Present: Glenn Rosenoff, 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. Release of Performance Security Deposit and Irrevocable Letter of Credit

- A. Request for release of the Performance Security Deposit for the Epling Multi-Use Development located off of Highway 11-E behind the Medicine Shop. The site was inspected by Shawn Jackson, Building Inspector, and found the site was stabilized and landscaping installed, and is requesting that the Performance Security Deposit be released.

Chairman Foster read the staff recommendation for the approval of the Performance Security Deposit in the amount of \$4,000.00 be released for the Epling Multi-Use Development located off Highway 11-E, as presented.

- B. Request for release of the Irrevocable Letter of Credit #1618 that was issued by Commercial Bank in the amount of \$77,445.00 for Grading Security for the Wilson-Day Townhomes project (Alders Grove) located off Parsons Circle. The site was inspected by Shawn Jackson on May 16, 2024 and he found the site to be stabilized and no problems were seen. The request is for the release of the Irrevocable Letter of Credit. The borrower is identified on the Letter of Credit as Olde Town Partners, GP.

Chairman Foster read the staff recommendation for the approval of the Irrevocable Letter of Credit #1618 in the amount of \$77,445.00 be released for the Wilson-Day Townhomes project (Alders Grove) located off Parsons Circle, as presented.

C. Request for a Bond Reduction for The Cottages at Boones Creek located along Boones Creek Road from \$177,500 to \$31,500. The Cottages at Boones Creek, which is located off Boones Creek Road, received plat approval that included a bond for completing Slonaker Circle on May 17, 2022 . The bond amount was \$177,500.00 and included: Six Inches (6") Base Stone - 1,412.32 Tons; Two Inches (2") Binder Mix - 462.70 Tons; and One and a Quarter Inches (1.25") of Asphalt Surface - 290.44 Tons. The developer has completed the majority of work identified above and is requesting a reduction in the bond amount from \$177,500.00 to \$31,500.00 based on Summers-Taylor schedule of values remaining on road completion as follows: Two Inches (2") Binder Mix (TDOT ROW) - 45 Tons; One-One Quarter Inches (1.25") of Asphalt Surface (TDOT ROW) - 20 Tons; and One-One Quarter Inches (1.25") of Asphalt Surface (Subdivision) - 187 Tons. Town staff's review of the reduced amount to \$31,500.00 received from Summers-Taylor is reasonable to secure the remainder of road completion.

Chairman Foster read the staff recommendation to the approve reducing the current bonding amount of \$177,500.00 to a total of \$31,500.00, as presented.

Chairman Foster asked Commissioners if they had any questions or comments on Item A, Item B, or Item C, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the release of the Performance Security Deposit for the Epling Multi-Use Development in the amount of \$4,000.00, the release of the Irrevocable Letter of Credit #1618 in the amount of \$77,445.00 for Wilson-Day Townhomes (Alders Grove), and Bond reduction of \$31,500 for The Cottages at Boones Creek, as presented. Frank Collins seconded the motion and it was duly passed.

3. De-Annexation of Certain Property along Anderson Road Requested by: Whitney Riddle, Property Owner

In May of 2020, the Planning Commission made a recommendation to the Board of Mayor and Aldermen to annex 13.8 acres of an 18.5-acre tract Mr. Whitney Riddle owned off Anderson Road. The property was across Anderson Road from Ashley Meadows, which is within Jonesborough's corporate limits. The intent of the annexation was to develop a new 28 lot subdivision served by Jonesborough water and sewer (known as "Riddle Ridge Subdivision"). The request also included a request to zone the 13.8 acres PRD (Planned Residential Development). The issue is that the map that was used to identify the proposed annexation area showed the entire 18.5 acres rather than the 13.8 acres as requested by the owner. Annexation laws have changed dramatically several years ago whereby the dominant type of annexation is by Owner Consent. Mr. Riddle is requesting de-annexation of a tract of land identified as Washington County Tax Map 51-L, Group C, Parcel 29.00 to reflect the original owner's request. The site plan identifies this tract as containing 4.7 acres.

Chairman Foster read the three staff recommendations:

1. Recommend to the Board of Mayor and Aldermen de-annexation of parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres.
2. Recommend to the Board of Mayor and Aldermen amending the Plan of Services to remove parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, including right-of-way.
3. Recommend to the Board of Mayor and Aldermen removing said tract of land from the Jonesborough Zoning Map identified as parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres and for zoning to be classified by the Washington County Board of Commissioners after the effective date of de-annexation.

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

Motion: Jim Rhein made the motion to approve the three staff recommendations for the de-annexation of the Whitney Riddle on Anderson Road, as presented. Richie Hayward seconded the motion and it was duly passed.

**4. Site Plan for Persimmon Ridge Town Homes and Grading Security Bond
Developer: Gerald Thomas, Thomas Construction**

The request is for site plan approval for the Construction Plans for Persimmon Ridge Townhomes located at 1541 West Jackson Boulevard and further described on Washington County Tax Map 59, Parcel 180.00. The proposed development is a Planned Unit Development.

Proposed Use: Total of 27 townhomes/residential units.

Density: The proposed development meets the density of the zoning district. Although the zoning district is B-3, the residential density is based on R-3 High Density Residential zoning district.

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

Setbacks: Front 30 feet; Rear 20 feet and Side 10 feet. PUD standards include that no building will be located within 25 feet of all exterior property lines.

Lot Size: 3 acres

Ingress/Egress: The development's major access point is West Jackson Boulevard. Within the development there are internal connecting streets as shown on the site plan.

Streets: The streets proposed are private with 22 feet wide paved, and will be the responsibility of the HOA per the plans.

Parking: 2 spaces are required per unit. The plans meet the minimum parking requirements and have provided 5 additional parking spaces. No parking signs will be installed along the street to keep roadway clear for fire trucks.

Utilities: The developer is responsible for extending the 12-inch water line to the site. Water plans and acceptable sanitary sewer design plans have been reviewed and approved by utility staff.

All utilities will be installed by the developer and placed underground. The site plan includes 2 fire hydrants and meets the minimum standards for fire protection.

Stormwater: A Stormwater Management Plan for the development has been submitted.

Bonding: The Grading Permit Security Calculation Form was completed and totaled \$144,076.00.

Chairman Foster read the staff recommendation to approve the development layout for grading, roads, stormwater, and utility plans, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Terry Countermine made the motion to approve the Persimmon Ridge Town Homes development layout (site plan) for grading, roads, stormwater, and utility plans, as presented. Bill Graham seconded the motion and it was duly passed

Chairman Foster read the staff recommendation to approve the grading security in the amount of \$144,076.00. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Frank Collins made the motion to approve the grading security in the amount of \$144,076.00 for Persimmon Ridge Town Homes, as presented. Richie Hayward seconded the motion and it was duly passed

5. Amendment to Jonesborough Sign Ordinance Presented by: Glenn Rosenoff

At the April 16, 2024 Planning Commission and Board of Zoning Appeals meetings the new Jonesborough K-8 School monument sign was on the two agendas to approve the design and location, and to grant a variance on signage square footage. Prior to the meetings, it came to staff's attention that electronic message boards were permitted in the B-3 and B-6 zoning districts, but not residential zones. Chairman Tom Foster, with support from the other members, asked that an amendment to the sign regulations was preferred versus the BZA granting a variance to allow an electronic message board in a residential zone as their action

may potentially set a precedence. Chairman Foster provided guidance on what type of uses would be permitted to have electronic message boards in residential zones. Many factors considered in the proposed amendment are as follows: (1) The Jonesborough Zoning Ordinance allows for public owned buildings and uses, schools offering general education and churches to be constructed and operated in an R-1 (Low Density) residential district.; (2) Schools, churches, and public buildings frequently use message board signage that provides the general public, parents and students, with important information as they travel by.; (3) With much improved technology, LED signs with digital message boards can increase the ability to communicate more information in an acceptable manner, without the manpower and the major investment of time involved in taking down and putting individual letters used in a manual message board sign.; and (4) It has been determined that it is in the general public's best interest for illuminated or electrical signs with message boards to be allowed in an R-1 zone in association with government buildings, schools and churches under the guidelines of Section 11-1207(7) and Section 11-1209 of the Jonesborough Sign Ordinance.

Based on these findings, town staff is recommending that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety as follows:

11-1207(7)(a) The sign is located on property in a B-3 or B-6 zone, or on property associated with a government building or use, school offering general education, or church in an R-1 (Low Density) residential zone or other zone allowing those uses.

With this amendment, the Planning Commission will continue to review and approve the size, location, square footage, and design of monument signs regardless of zoning districts.

Chairman Foster read the staff recommendation to recommend to the Board of Mayor and Aldermen approval of the proposed amendment, Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Terry Countermine made the motion to recommend to the Board of Mayor and Aldermen approval of the proposed amendment, Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance, as presented. Jim Rhein seconded the motion and it was duly passed.

6. Monument Sign – Jonesborough Elementary School, 720 N Cherokee St

Based on the Board of Zoning Appeals approving the variance on square footage for the monument sign for the new Jonesborough Elementary School, Staff recommends approval of sign design. The design of the sign is the result of discussions with project staff and school personnel, and the look of the sign is intentionally complimentary to the design of the school.

Materials: A brick base, the same bricks at the school building, a Tiger orange border around the electronic board, and charcoal aluminum metal siding that is in a pattern reflecting the siding design of the school.

Lettering: The lettering designating Jonesborough Elementary School is at the top of the sign and in a font size large enough to be seen from a substantial distance away.

Location: There is one school sign even if the school is located along both N. Cherokee Street and extended Skyline Drive. The sign location is just before the western cross connection from extended Skyline Drive to the school parking area and travel lanes along the Tiger Park athletic area. The location has been selected for the following reasons: (1) The sign can be seen from the new traffic circle as well as the end of the east end of extended Skyline Drive. The plan is to extend Skyline Drive to the Boones Creek Road, and motorists coming up to the school property from the Boones Creek Road need to be able to see and read the school sign from a distance.; (2) The visitor and car rider entrance to the school is not from N. Cherokee Street but from extended Skyline Drive, so motorists from N. Cherokee will still see the sign as they come around the traffic circle.; and (3) The sign has an electronic message board, and the sign location allows the message on the sign to be seen from both extended Skyline Drive as motorists pass as well as the travel lanes within the parking lot as motorists head to the school building.
(Note: The school administration has agreed only one school sign is necessary).

Message Board: The size of the message board is based on the size of the font needed to make it easy for motorists driving by the sign to read it without having to take their eyes off the road. The size is also based on allowing a reasonably sized message to be read in one view without the board shifting to the second half of a sentence. Again, this is a safety factor trying to minimize the time eyes are off the road. Also, the message can be read on both sides of the sign so motorists can read it if they do come from the Boones Creek Road. The motorists coming from the traffic circle will be able to read it going both directions.

Dimensions: The sized of the sign is 12 feet in height and 9 ft 4-inches on top and 8 ft. 8-inches at the base. This is a little over 100 square feet.

Sign Ordinance: The Jonesborough Sign Ordinance allows for a 32 square foot sign in a residential zone. The school property is zoned R-1, so a variance would have to be approved to allow the sign to be constructed. If in a commercial zone, the sign would meet code. A variance has been requested from the Board of Zoning Appeals because only one monument sign is needed, but it needs to be large enough to see from the appropriate distance that allows motorists to know where to turn without having to reverse direction. For example, if a motorist entering the traffic circle from Skyline Drive or Tavern Hill Road can see the sign and read Jonesborough Elementary, if that is their destination they are likely to go around the circle to extended Skyline Drive to enter the school grounds in the right location. If they go down N. Cherokee they will have turn around to get access the school. If coming from Boones Creek Road and you can read the sign, you will

likely turn into the parking lot at the earliest location. The centrally located access has a gate that is closed before and after school.

Neighbors: There is one neighbor at this point which is across Skyline Drive from the sign. That person is Curtis Lynn. He owns the entire length of the property on the other side of extended Skyline Drive, but he does not live on that property. No other neighbor is even close to the sign.

Request/Recommendation: Based on the variance being granted on square feet by the Board of Zoning Appeals, and the Board of Mayor and Aldermen approving the amendment to the sign regulations permitting for electronic message boards in the R-1 zone, the recommendation is for the Planning Commission to approve the school sign proposed by Clark Nexsen.

Chairman Foster read the staff recommendation to approve the monument sign for the new Jonesborough Elementary School proposed by Clark Nexsen Architects, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the monument sign for the new Jonesborough Elementary School, 720 North Cherokee Street, as presented. Robin Harpe seconded the motion and it was duly passed.

7. Open Space Request – The Meadows Subdivision

Due to no representation for the Open Space Request, Bill Graham made the motion to defer action on this item until a future meeting, Terry Countermine seconded the motion and it was duly passed.

8. Bond to Complete Phase 2 of Bittersweet Trail – Bradford Park PUD, Phase 2 Developer: Jeff Jones, 685 Shadden Road, Gray, TN

Bradford Park PUD Phase 2 is a total of two (2) lots therefore the plat approval process is internal to Administrative Plat Approval with J.W. Greene signing the Certification of Approval for Recording. Since the developer Jeff Jones is requesting bonding approval for completing the topcoat and sidewalks as part of the project, the Planning Commission is required to approve the bonding amount and the list of improvements being secured. Water and sewer are already installed for Phase 2. The list of improvements to be bonded are as follows:

1. Install asphalt topcoat to complete Phase 2 of Bittersweet Trail in the amount of \$15,315.00. The original quote received by staff was on April 22, 2024 and significant road improvement was performed as of May 15, 2024.
2. Install sidewalk along Bittersweet Trail in the amount of \$14,000.00.
3. Total bonding amount is \$29,315.00.

Staff has been working with the bonding company and underwriter. This process has taken longer than expected due to planning staff delays and not the developer.

Chairman Foster made the motion to approve the total bonding amount of \$29,315.00 to complete the topcoat and sidewalk on Bittersweet Trail for Bradford Park PUD Phase 2, based on Town Attorney approval, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the total bonding amount of \$29,315.00 to complete the topcoat and sidewalk on Bittersweet Trail for Bradford Park PUD Phase 2, based on Town Attorney approval, as presented. Richie Hayward seconded the motion and it was duly passed.

9. Site Plan and Grading Security Bond for Wendy's Restaurant, 376 East Jackson Blvd

Presented by: Todd Wood, Engineer, 1804 Galen Drive, Johnson City, TN

A new Wendy's Restaurant is proposed off East Jackson Boulevard (376 E. Jackson Blvd), and further described on Washington County Tax Map 060A, Group D, Parcel 6.02. The total area site area is 1.2 acres.

Attached is the site plan, and the following is a review of the site plan:

Developer: Mainship Properties, LLC is the owner/developer and DTWood Engineering, Inc is the engineering company.

Proposed Use: The proposed use is for a 1,000 square foot restaurant and drive-thru business.

Zone: The property is in the town limits and is zoned B-4.

Setbacks: The plans meet the minimum setbacks as per the Zoning Ordinance.

Ingress/Egress: The plans show vehicular access at Jackson Boulevard which is a signalized intersection. Todd Wood said the common access is already in place.

Utilities: All utilities are available to the subject property and said utilities are underground.

Hydrants: The development will meet the minimum requirements for fire protection.

Stormwater: A Stormwater Management Plan has been submitted as part of the project.

Erosion: The erosion control plan is attached.

Landscaping: The plans as presented show details for landscaping. The Planning Commission will approve the general layout and the Tree and Townscape Committee will review and approve the formal landscape plan.

Bonding: Bonding is required as part of the site plan approval process for grading. The Grading Permit Security Calculation Form was received in the amount of \$35,160.00.

The site plan meets the minimum requirements of the regulations.

Chairman Foster read the staff recommendation to approve the Site Plan for the Wendy's Restaurant, including the grading bond in the amount of \$35,160.00, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Frank Collins made the motion to approve the Site Plan for the Wendy's Restaurant, including the grading bond in the amount of \$35,160.00, as presented. Robin Harpe seconded the motion, and it was duly passed.

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