

JONESBOROUGH PLANNING COMMISSION

MINUTES – SEPTEMBER 17, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, September 17, 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: JW Greene, Shawn Jackson, 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

Frank Collins made the motion, seconded by Bill Graham, to approve the minutes of the Jonesborough Planning Commission for the August 20, 2024 meeting as presented. The motion was duly passed.

3. Request to Rezone the Neilson Property, 527 Hairetown Road, Jonesborough, TN (Washington County rezone) from R-1 to A-1

Presented by: David Neilson, 527 Hairetown Road, Jonesborough, TN

David and Allyson Neilson are 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 527 Hairetown Road, and further described on Washington County Tax Map 43, Parcel 69.00, and containing 5.95 acres. The property is located outside the town limits but within the Jonesborough Planning Region. The purpose of the rezoning is to permit the property owners to use the land with nearly 6 acres for more agriculture compatible uses. The immediate surrounding zoning and land use is provided below:

Surrounding Zoning	Surrounding Land Use
North: R-1 District	Vacant (9.3 acres)
South: A-1/R-1 Districts (across street is Predominantly A-1 District)	Single Family, Barns, etc.
East: A-1 District	Vacant (part of the 9.3 acres)

West: R-1 District	Agriculture and Single Family (24.5 acres)
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Chairman Foster read the staff recommendation that based on the land use analysis and the immediate area with a mixture of R-1 and A-1 zoning districts, as well as large areas zoned A-1 district, the recommendation is to rezone the subject tract from the R-1 (Low Density Residential District) to the A-1 (General Agriculture District), to the Washington County Board of Commissioners. 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 Washington County Board of Commissioners that Neilson property, 527 Hairetown Road, Jonesborough, TN be rezoned from R-1 (Low Density Residential District) to A-1 (General Agricultural District) as presented. Jim Rhein seconded the motion and it was duly passed.

4. Request for approval of a Washington County Zoning Text Amendment – Event Venues – Parking

Washington County Planning Director Angie Charles, AICP, is requesting a text amendment to the Washington County Zoning Resolution, Appendix A, Landscape Manual, relative to venues, and Section 502, Required Parking Spaces. Ms. Charles is recommending “Venues” be considered a low impact use for Appendix A landscaping requirements and have a minimum parking requirement. The recommendation is to amend Appendix A and amend the “Transitional Yards” impact classifications to include venues:

Low impact (L):

All permitted uses in the following zones are considered to have a low impact, unless a specific use is listed elsewhere; R-2, R-2A, and B-1, the following uses shall be considered to have a low impact, regardless of zoning classification; churches, day-care centers, community recreational facilities, neighborhood recreational facilities, public buildings, **and** schools, and **venues**.

Section 502. Required Parking Spaces

The recommendation is to amend Section 502.3.1., to include venues as follows:

Venues: One (1) space per four (4) seats or **attendees**.

Chairman Foster read staff recommendation to approve the proposed Washington County Zoning Text Amendments as submitted by the Washington County Planning; and asked Commissioners if they had any questions or comments, Discussion took place in regard to the proposed amendments being only in the County and does not affect inside Jonesborough town limits. With there being no further discussion Chairman Foster called for a motion.

Motion: Jim Rhein made the motion to recommend approval of the proposed Washington County Zoning Text Amendments as submitted by Washington County Planning, as presented. Robin Harpe seconded the motion and it was duly passed.

5. Request for approval of Proposed Fence/Landscape Plan for Dairy Queen, located along East Jackson Blvd

The new Dairy Queen Restaurant was approved in August 2023. The property is located at the corner of East Andrew Jackson Blvd and Baileigh Lyn Loop and is further described on Washington County Tax Map 52-K, Group B, Parcel 3.00. Since the subject property/project was within the Design Overlay District, the Design Review Commission had to review the plan. Since the design did not meet the required 75% primary materials and the subject property was located along Baileigh Lyn Loop, a buffering plan was required in addition to the normal landscaping requirements of commercial projects. Staff worked with Dairy Queen representatives for months to find a plan that was agreeable, and the latest plan dated August 21, 2024 satisfies Town staff overall. This buffering is high density for this size project; and of further importance is the 6 ft. tall screen fence identified on the plans at the north (Baileigh Lyn Loop) and north-western property lines. The fence does serve to screen areas whereby the buffering trees on the landscape plan did not block or screen view.

Chairman Foster read Staff recommendation #1 for the approval of the fence as identified on the landscape plans. 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, seconded by Frank Collins, to approve the Dairy Queen fence as presented. The motion was duly passed.

Chairman Foster read Staff recommendation #2 for the approval of the overall Dairy Queen landscape plans subject to Tree and Townscape approval. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Richie Hayward made the motion, seconded by Robin Harpe, to approve the overall Dairy Queen landscape plans subject to Tree and Townscape approval, as presented. The motion was duly passed.

6. Request for approval of a monument sign for Crosspoint Church, 306 Forest Dr

Presented by: Denise Hensley, 220 Creekmore Drive, Jonesborough, TN

Crosspoint Church is requesting approval for a monument sign to be located at 306 Forest Drive which is the former Jonesborough Elementary School property. In the B-1 district, a monument size may not exceed 100 square feet in sign area, and not

exceed 14 feet in height at ground level. The proposed sign is less than 9 feet in height and less than 36 square feet in sign area.

Denise Hensley addressed the Commission, and said that Crosspoint Church is undergoing renovations and is temporarily relocating to the former elementary school. Ms. Hensley said the sign will not be illuminated, and will be mounted on existing poles with a cover at the bottom of the signage.

Chairman Foster read the staff recommendation for the approval of the monument sign for Crosspoint Church located at 306 Forest Drive, as presented. Vice Chairman Rhein 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 monument sign for Crosspoint Church, as presented. Terry Countermine seconded the motion and it was duly passed.

7. Request for approval of a Partial Release of an Irrevocable Letter of Credit #520 for Skyline Landing

An Irrevocable Letter of Credit #520 was issued for the Skyline Landing residential development project located off Skyline Drive. The site was inspected by Shawn Jackson on September 3, 2024, and he found the erosion and sediment, storm drain system, and stormwater management system to be installed per plans. The request is for the partial release of the Irrevocable Letter of Credit. The total security bond was for \$142,400.00. Out of this amount, \$105,000.00 was designated to secure "Soil Stabilization". Mr. Jackson is recommending maintaining a total of \$50,000.00 for soil stabilization purposes.

Chairman Foster read the staff recommendation for the approval of the partial release of the Irrevocable Letter of Credit #520 for Skyline Landing residential development off Skyline in the amount of \$92,400.00, and maintaining the balance of the original \$142,400.00 for soil stabilization purposes in the amount of \$50,000.00. 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 partial release of the of the Irrevocable Letter of Credit #520 for Skyline Landing, as presented. Richie Hayward seconded the motion and it was duly passed.

8. Request for approval of a Site Plan for Starbucks, East Jackson Blvd

A new Starbucks is proposed off East Jackson Boulevard across from Region Bank to the east at the traffic signal, and further described on Washington County Tax Map 52, Part of Parcel 225.03. The total area site area is 2.33 acres.

Engineer: Bowman

Proposed Use: The proposed use is for a 2,540 square foot coffee shop/restaurant, and drive-thru business.

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

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

Ingress/Egress: The plans show vehicular access from Jackson Boulevard at the traffic signal, then through the Lowe's Home Improvement site with a recorded access easement (PB 19, PG 906).

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 grading and drainage plan has been submitted as part of the site plan process. Staff continue to work with the project's engineer on stormwater management.

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 \$2,023.00.

The site plan meets the minimum requirements of the regulations.

Chairman Foster said there was not a lighting plan included in the proposed plan and contacted (via phone) a representative of Starbucks to discuss their photometrics plan, who stated that the poles are 22 ft. in height which also includes the base.

Chairman Foster said recommendation #1 included the grading bond, lighting and landscape plan, and called for a motion.

Motion: Terry Countermine made the motion to approve the grading bond in the amount of \$2,032.00, the lighting plan subject to staff receiving the plan and reviewing and approving the plan, and the landscape plan as

presented with Tree and Townscape review and approval of the formal landscape plan. Jim Rhein seconded the motion and it was duly passed.

Chairman Foster read recommendation #2 to approve the site plan for Starbucks, including working with Town staff on stormwater management, and 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 site plan for Starbucks, including working with Town staff on stormwater management, as presented. Robin Harpe seconded the motion and it was duly passed.

9. Request for approval of a Site Plan for Zaxby's Restaurant, East Jackson Blvd

A new Zaxby's Restaurant is proposed off East Jackson Boulevard (next to Regions Bank), and further described on Washington County Tax Map 52, Parcel 225.02. The total area site area is 1.11 acres.

Engineer: Carter Engineering

Proposed Use: The proposed use is for a 56-seat, 1,836.50 square foot restaurant, and drive-thru business.

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

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

Ingress/Egress: The plans show vehicular access from Jackson Boulevard at the traffic signal, then through the Lowe's Home Improvement site with a recorded access easement (PB 19, PG 906).

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 grading and drainage plan has been submitted as part of the site plan process. Staff continue to work with the project's engineer on stormwater management.

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 \$36,211.00.

The site plan meets the minimum requirements of the regulations.

Town staff said the lighting plan calls for 25 ft. high poles with a 3 ft. base which brings the total height of the poles to 28 feet. Chairman Foster said contacted (via phone) a representative of Zaxby's in regard to the height of the poles. The Zaxby's representative said that the poles/base can be adjusted to meet the 25 ft. height requirement.

Chairman Foster said recommendation #1 is to approve the site plan including working with staff on stormwater management and called for a motion.

Motion: Bill Graham made the motion to approve the site plan for Zaxby's Restaurant, including working with Town staff on stormwater management, as presented. Frank Collins seconded the motion and it was duly passed.

Chairman Foster said recommendation #2 is to approve the grading bond in the amount of \$36,211.00 and called for a motion.

Motion: Terry Countermine made the motion to approve the grading bond for Zaxby's Restaurant in the amount of \$36,211.00, as presented. Robin Harpe seconded the motion and it was duly passed.

Chairman Foster said recommendation #3 is to approve the generally layout landscape plan and that the Tree and Townscape Committee will review and approve the formal landscape plan, and called for a motion.

Motion: Jim Rhein made the motion to approve the landscape plan for Zaxby's Restaurant, as presented, and subject to the approve of the Tree and Townscape Committee. Robin Harpe seconded the motion and it was duly passed.

**10. Request for approval of a Final Plat for Spring Ridge Subdivision Phase 2
Presented by: Jeff Jones, 685 Shadden Road, Gray, TN**

The request is for final plat approval for 32 lots for "Spring Ridge Subdivision Phase 2" located on old Boones Creek Road and includes the internal road, Marigold Lane. The subject phase contains approximately 7.401 acres (total development is 28.078

acres), 0.245 miles of new road, and is further described on Washington County Tax Map 52, Part of Parcel 77.00. Preliminary construction plans were approved by the Planning Commission on March 21, 2023. The remaining portion of the subject property is clearly labeled Future Development (6.897 acres) on the subdivision plat. Also, the notes include the depth of driveways must be a minimum of 20 feet (to minimize issues with parked cars encroaching into the public road), and the note about the 25' Landscape Buffer. (Note: Staff has the original final plat without the word "Preliminary" written through the surveyor's seal.) As with other developers we have worked with, they have requested bonding of the following and included is the estimated costs:

Breakdown of the Bond regarding top coat and sidewalks:

Road Topcoat (Phase 2):	\$48,462.50
1775 Linear Feet (Phase 2 both sides of street):	\$62,000.00

The total road profile for Phase 2 was priced by Summers Taylor at \$145,262.50; however, the developer has completed most of the road except for the topcoat, thus the bonding amount of topcoat at \$48,462.50.

A final plat approval allows the owner to record the plat and the ability to start selling lots for ownership and or building purposes therefore it is important to assess the impact of incomplete elements of the subdivision when considering bonding and what the Planning Commission desires to bond to secure those incomplete elements and that those elements are completed within a required amount of time.

Chairman Foster read recommendation #1 to approve the final plat for 32 lots for "Spring Ridge Subdivision, Phase 2" as built, and called for a motion.

Motion: Terry Countermine made the motion, seconded by Bill Graham, to approve the final plat for 32 lots for "Spring Ridge Subdivision, Phase 2" as built, as presented. The motion was duly passed.

Chairman Foster read recommendation #2 to include bonding of the road topcoat for Marigold Lane in the amount of \$48,462.50, and called for a motion.

Motion: Jim Rhein made the motion, seconded by Richie Hayward, to approve the road topcoat for Marigold Lane in the amount of \$48,462.50, as presented. The motion was duly passed.

Chairman Foster read recommendation #3 for the bonding of the sidewalks, which are on both sides, for Marigold Lane, in the amount of \$62,000.00, and called for a motion.

Motion: Jim Rhein made the motion, seconded by Terry Countermine, to approve the bonding of the sidewalks for Marigold Lane, on both sides, in the amount of \$62,000.00, as presented. The motion was duly passed.

11. Request for approval of the Bradford Park PUD Phase 4 Planned Unit Development Plan

Presented by: Jeff Jones, 685 Shadden Road, Gray, TN

BG & MLS Investments has requested approval of the Bradford Park PUD Planned Unit Development plan consisting of a total of 6 residential units located on Union Church Road. The subject property is on a single tract of land, zoned R-1A, containing approximately 0.90 acres, and is further described on Washington County Tax Map 52-F, Group D, Parcels 6.01, 6.02, and 6.03. Although the tract of land is zoned R-1A, the development type is a PUD, requiring that a freestanding building not be closer than 25 feet to the exterior property line. The development's infrastructure and residential units are already built, and upon review all units meet the minimum setbacks for the R-1A zone, however, does not meet the 25 feet PUD standard for Unit 231 and Unit 241. Unit 231 has a setback range between 12.09 and 12.84) and would require a variance of 12.91 feet; and Unit 241 has a setback at 13.28 feet and would require a variance of 11.72 feet. Unit 231 is neighbor to 227 Union Church Road and the setback between both buildings is greater than 32 feet; and Unit 241 is neighbor to 211 Headtown Road (Pizza Plus) and the setback between both buildings is greater than 70 feet. Staff finds that Units 231 and 241 are set back safely from adjoining property lines. PUDs are a very solid type of development for home ownership and mortgages with established Homeowner's Association. The subject 6-unit Planned Unit Development will be under the same Homeowner's Association (HOA) as the other phases of Bradford Park that have been approved previously by the Planning Commission. PUDs are a very solid type of development for home ownership and mortgages with HOAs.

Chairman Foster read staff recommendation to approve the Bradford Park PUD Phase 4, 6-unit Planned Unit Development plan, subject to the Board of Zoning Appeals granting variances for side yards for Unit 231 of 12.91 feet, and Unit 241 of 11.72 feet. Chairman Foster asked Commissioners if they had questions or comments. With there being none, called for a motion.

Motion: Bill Graham made the motion to approve the Bradford Park PUD Phase 4, 6-unit Planned Unit Development plan, subject to the Board of Zoning Appeals granting variances for side yards for Unit 231 of 12.91 feet, and Unit 241 of 11.72 feet, as presented. Richie Hayward seconded the motion and it was duly passed.

12. Change of meeting date of the October 15, 2024 regular meeting

Chairman Foster said Town staff has requested changing the date of the October 15th regular meeting to October 29th. Upon the consensus of the Commissioners,

the October meeting will be held at 6:00 p.m., Tuesday, October 29, 2024, at the Town Hall

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