

Hartsville/Trousdale Planning Commission

Meeting Minutes

March 8, 2021 - 7:00 P.M. – Trousdale County Courthouse – 2nd Floor Courtroom

Present: John Kerr, David Nollner, Rhonda Keisling, Thomas Harper, Mark Swaffer, David Thomas, Mary Ann Baker, Sam Edwards and Mayor Stephen Chambers.

Absent: Dennis Foster

Others Present: Mary Turner (GNRC), Tommy Macfarland, Harts. /Trousdale Water Dist., Richard Graves (Land Surveyor) Mr. Perry – Sulphur College Estates.

1. Roll Call

Chairman Kerr called the meeting to order at 7:01 and conducted a Roll Call

2. Minutes of previous meeting

Thomas Harper made a motion to approve the minutes of the February 8, 2021 meeting as submitted. Seconded by David Thomas. **MOTION CARRIED**

3. Public Hearing

Chairman Kerr opened the public hearing for public comments on the following proposed amendments:

- A. Subdivision Regulations of Hartsville/Trousdale County Tennessee, to subsection 4-103.106 Blocks and subsection 4-108 Pedestrian ways in Article IV Article IV Requirements for Improvements, Reservations, and Design to add sidewalk requirements.
- B. Subdivision Regulations of Hartsville/Trousdale County Tennessee, Article IV Requirements for Improvements, Reservations, and Design to add subsection 4-113 Cluster Box Units.

No one being present to speak on either amendments David Nollner made a motion to close the public hearing. Seconded by Mary Ann Baker. **MOTION CARRIED**

4. Old Business

None.

5. New Business

- A. Final Plat approval for Sulphur College Estates, a 27-lot subdivision located at the corner of Sulphur College Road and Highway 25 West. The property identified as Trousdale County Tax Map 18 Parcel 4.03 and consists of approximately 13.6 acres being zoned R-2 Residential.

Surveyor Richard Graves advised that he had made the changes requested and added a sidewalk to the cluster mailbox from the Russell Perry Road and a culvert would be placed to deal with drainage and overflow from the creek between lots 1 and 2 as well as lot 25.

David Thomas made a motion to approve the final plat with variances for Block Arrangement and Block Length. Seconded by Mark Swaffer.

MOTION CARRIED

- B. Request for Rezoning of McMurry Blvd. located at (Map 19, Parcel 5.04) from C-2 to C-2/R-2. This request for the purpose of building a subdivision.

After some discussion about only a portion of the Parcel being requested to be rezoned, David Thomas made a motion to delay the request until a legal description of the parcel could be included. Seconded by David Nollner.

MOTION CARRIED

D. Request for Staff Approval:

1. Proposed Amendment to the Subdivision Regulations for Sidewalk Requirements of Hartsville/Trousdale County Tennessee, to subsection 4-103.106 Blocks and subsection 4-108 Pedestrian Ways in Article IV Requirements for Improvements, Reservations and Design to add sidewalk requirements. David Nollner made a motion to approve the Amendment, Seconded by Thomas Harper.

MOTION CARRIED

2. Proposed Amendments to the Hartsville Zoning Ordinance and Trousdale Zoning Resolution for Sidewalk Requirements Article III, Section 3.120 Pedestrian Circulation and Article IV, Section 4.070 Development Standard for Group Housing Projects and to the Trousdale County Zoning Resolution Article III, Section 3.101 Pedestrian Circulation and Article IV, Section 4.070 Cluster Residential Development (Subdivided) to add sidewalk requirements. David Thomas made a motion to forward the Amendment to the Hartsville/Trousdale County Commission with a favorable recommendation, Seconded by Rhonda Keisling. *(Attached)*

MOTION CARRIED

3. Proposed Amendment to the Subdivision Regulations for Cluster Mailboxes in Hartsville/Trousdale County Tennessee, Article IV Requirements for Improvements, Reservations, and Design to add subsection 4-113 Cluster Box Units. Thomas Harper made a motion to approve the Amendment, Seconded by David Nollner.

MOTION CARRIED

4. Proposed Amendment to the Hartsville Zoning Ordinance for Cluster Mailboxes. Article IV, Section 4.070 Development Standards for Group Housing Projects to add requirements for cluster mailboxes. David Thomas made a motion to forward the Amendment to the Hartsville/Trousdale County Commission with a favorable recommendation, Seconded by Rhonda Keisling. *(Attached)*

MOTION CARRIED

6. Report from Chairman

As discussed last month, a statement of recommendation form for all rezoning requests to submit to the County Commission had been drafted and distributed by Amy Thomas to planning members for their review. After some discussion form #2 would be used. *(Attached)*

Chairman Kerr also asked everyone to review the Zoning regulations for A-1 that dealt with detached dwellings. There are currently 3 things: Single family, 2 family and mobile homes the question is what classifies as 2 family dwellings (ex. 2 homes, duplex, etc.) to discuss further at the next meeting.

7. Report from Building Inspector

*Building Permit numbers are staying consistent with an increase anticipated in the near future

*Complaints are continuing to be evaluated and logged. Legal actions are delayed due to the courts being closed.

8. Closing remarks from Chair and commission

None.

9. ADJOURN

David Nollner made a motion to adjourn the meeting at 8:05 P.M., Seconded by Mark Swaffer.

MOTION CARRIED

PROPOSED AMENDMENT
HARTSVILLE ZONING ORDINANCE

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **~~STRIKETHROUGH DENOTES OMISSION~~**

Article III, Section 3.120 PEDESTRIAN CIRCULATION

Planning for safe, comfortable, and pleasant movement of pedestrians in and through sites on sidewalks is important for the health of Hartsville Trousdale County. Circulation Plans shall address pedestrian circulation in accordance with the following standards:

- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
1. Entrances to each building on the site, including pad site buildings;
 2. Public sidewalks or walkways on adjacent properties;
 3. Along public rights-of way that extend to the boundaries shared with the subject development when sidewalks presently exist upon property that directly adjoins the subject development, or are included within a plan for pedestrian ways;
 4. Adjacent public transit station areas, transit stops, park and ride facilities, or other transit facilities;
 5. Adjacent parks, trails, schools, and recreation centers; and
 6. Adjacent non-residential development, as determined by the Planning Commission.

B. Sidewalks Required

Sidewalk construction shall be required for all new developments unless an exception is issued by the Planning Commission.

C. Exceptions to Sidewalk Requirements

The Planning Commission may consider and issue an exception to sidewalk requirements when justification is provided for not including sidewalks such as

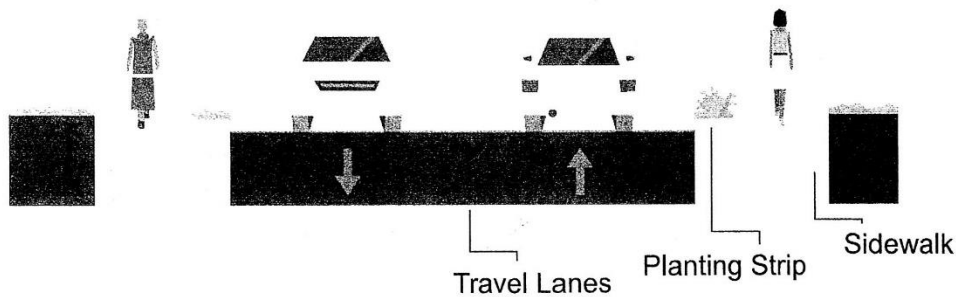
1. Topography;
2. Absence of surrounding uses that may generate pedestrian activity, such as schools, major employers, transit stops, government offices, hotels, and public housing;
3. Lack of intensity of surrounding residential development; and
4. Lack of proximate sidewalk infrastructure to tie into.

D. Sidewalk Standards

Sidewalks when required shall comply with the following requirements:

1. Shall be constructed in accordance with the following table;

<u>Class of Street</u>	<u>Sidewalk Width</u>		<u>Planting Strip</u>
	<u>Residential Public Way</u>	<u>Nonresidential Public Way (Industrial, Commercial; Other)</u>	<u>Residential and Nonresidential</u>
Minor Public Way	5 feet wide	6 feet wide	2 feet wide
Collector Public Way	5 feet wide	6 feet wide	5 feet wide
Arterial Public Way	5 feet wide	6 feet wide	5 feet wide



2. Pedestrian paths for internal use or connecting to a larger trail system may be 4 feet wide;
3. The minimum sidewalk width per (1) shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc.;
4. Sidewalks along public ways shall be installed at the back of the right-of-way with a strip of grassed or landscaped planting area, in accordance with the table in (1), separating all sidewalks from adjacent curbs, except within ten feet of intersections where no grass strip will be required. In such locations where site constraints do not permit the required grass area per the table in (1), the Planning Commission may allow a reduced setback of the sidewalk. Such relief shall be the minimum deviation that will make possible the reasonable use of the site.;
5. Pedestrian paths shall be distinguishable from traffic lanes by painted markings, pavement material, texture, or raised in elevation (striped asphalt does not count); and
6. Shall have adequate lighting for security and safety.

Article IV, Section 4.070 Development Standards for Group Housing Projects

4.072 Required Development Standards

E. Required Improvements

1. **Internal Drives:** Specifications for drives in group housing developments shall conform to roadway specifications as specified by the Hartsville/Trousdale County Planning Commission Subdivision Regulations to which reference is hereby made and incorporated herein by reference.
2. **Utilities:** The development shall be served with a public utility system adequate to assure fire protection and removal of liquid waste via a central sewage collection and treatment facility.
3. **Storage of Solid Waste:** Any central refuse disposal area shall be maintained in such manner as to meet county health requirements and shall be screened from view.
4. **Service Building:** Service buildings housing laundry, sanitation, or other facilities for use by occupants shall be permanent structures complying with all applicable codes.
5. **Sidewalks:** Sidewalks shall be provided in accordance with section 3.1120 for convenient and safe access to all living units from streets, driveways, parking courts or garages and for convenient circulation and access to all facilities.

PROPOSED AMENDMENT
TROUSDALE COUNTY ZONING RESOLUTION

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **STRIKETHROUGH DENOTES OMISSION**

Article III, Section 3.010 PEDESTRIAN CIRCULATION

Planning for safe, comfortable, and pleasant movement of pedestrians in and through sites on sidewalks is important for the health of Hartsville Trousdale County. Circulation Plans shall address pedestrian circulation in accordance with the following standards:

- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
 1. Entrances to each building on the site, including pad site buildings;
 2. Public sidewalks or walkways on adjacent properties;
 3. Along public rights-of way that extend to the boundaries shared with the subject development when sidewalks presently exist upon property that directly adjoins the subject development, or are included within a plan for pedestrian ways;
 4. Adjacent public transit station areas, transit stops, park and ride facilities, or other transit facilities;
 5. Adjacent parks, trails, schools, and recreation centers; and
 6. Adjacent non-residential development, as determined by the Planning Commission.

B. Sidewalks Required

Sidewalk construction shall be required for all new developments unless an exception is issued by the Planning Commission.

C. Exceptions to Sidewalk Requirements

The Planning Commission may consider and issue an exception to sidewalk requirements when justification is provided for not including sidewalks such as

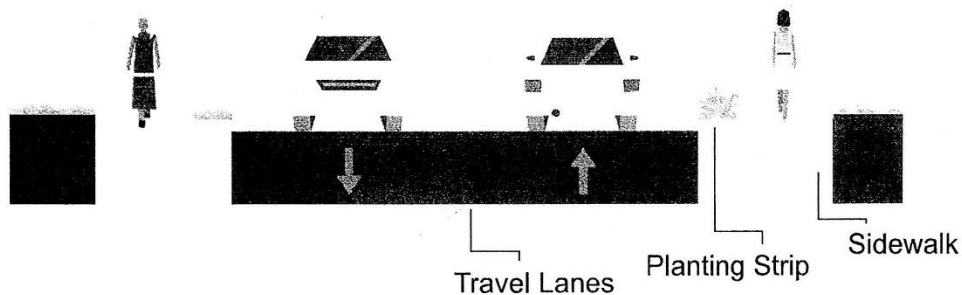
1. Topography;
2. Absence of surrounding uses that may generate pedestrian activity, such as schools, major employers, transit stops, government offices, hotels, and public housing;
3. Lack of intensity of surrounding residential development; and
4. Lack of proximate sidewalk infrastructure to tie into.

D. Sidewalk Standards

Sidewalks when required shall comply with the following requirements:

1. Shall be constructed in accordance with the following table;

<u>Class of Street</u>	<u>Sidewalk Width</u>		<u>Planting Strip</u>
	<u>Residential Public Way</u>	<u>Nonresidential Public Way (Industrial, Commercial; Other)</u>	<u>Residential and Nonresidential</u>
Minor Public Way	5 feet wide	6 feet wide	2 feet wide
Collector Public Way	5 feet wide	6 feet wide	5 feet wide
Arterial Public Way	5 feet wide	6 feet wide	5 feet wide



2. Pedestrian paths for internal use or connecting to a larger trail system may be 4 feet wide;
3. The minimum sidewalk width per (1) shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc.;
 - a. Sidewalks along public ways shall be installed at the back of the right-of-way with a strip of grassed or landscaped planting area, in accordance with the table in (1), separating all sidewalks from adjacent curbs, except within ten feet of intersections where no grass strip will be required. In such locations where site constraints do not permit the required grass area per the table in (1), the Planning Commission may allow a reduced setback of the sidewalk. Such relief shall be the minimum deviation that will make possible the reasonable use of the site.;
4. Pedestrian paths shall be distinguishable from traffic lanes by painted markings, pavement material, texture, or raised in elevation (striped asphalt does not count); and
5. Shall have adequate lighting for security and safety

Article IV, Section 4.070 CLUSTER RESIDENTIAL DEVELOPMENT (SUBDIVIDED)

A. Procedure for Approval

1. Initial Sketch and Consultation

Before preparing a formal proposal for cluster residential development, the applicant shall submit five (5) copies of a sketch of the proposed development to the Planning Commission as a basis for reaching general agreement on major aspects of the project. The sketch shall indicate, at a scale no smaller than 1" = 200':

- **boundaries and acreage of the site**
- **number and building types of dwelling units**
- **arrangement of streets, sidewalks and pedestrian ways, structures, and lots**

PROPOSED AMENDMENT
HARTSVILLE ZONING ORDINANCE

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **STRIKETHROUGH DENOTES OMISSION**

Article IV, Section 4.070 DEVELOPMENT STANDARDS FOR GROUP HOUSING PROJECTS

4.072 Required Development Standards

The following shall apply to all developments subject to this provision:

B. Required Improvements

1. **Internal Drives:** Specifications for drives in group housing developments shall conform to roadway specifications as specified by the Hartsville/Trousdale County Planning Commission Subdivision Regulations to which reference is hereby made and incorporated herein by reference.
2. **Utilities:** The development shall be served with a public utility system adequate to assure fire protection and removal of liquid waste via a central sewage collection and treatment facility.
3. **Storage of Solid Waste:** Any central refuse disposal area shall be maintained in such manner as to meet county health requirements and shall be screened from view.
4. **Service Building:** Service buildings housing laundry, sanitation, or other facilities for use by occupants shall be permanent structures complying with all applicable codes.
5. **Sidewalks:** Sidewalks shall be provided in accordance with section 3.1120 for convenient and safe access to all living units from streets, driveways, parking courts or garages and for convenient circulation and access to all facilities.
6. **Cluster Box Units (CBUs):** During a new residential development's design and planning phase, developers and builders are required by the United States Postal Service to notify the local Postal Service. Developers and builders should plan for basic or customized Centralized Mail Delivery Installations for residential communities, such as CBUs. The layout and design of centralized delivery must meet the requirements of the United States Post Office and receive approval from the enforcing officer.



HARTSVILLE/TROUSDALE COUNTY
PLANNING COMMISSION
328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

JOHN KERR, CHAIRMAN

Mary Ann Baker

Rhonda Keisling

David Thomas

Thomas Harper

Dennis Foster

David Nollner

Mark Swaffer

STATEMENT OF RECOMMENDATION

At its regular monthly meeting held on _____, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

PARCEL INFORMATION

Current Zoning _____ Requested Zoning _____

Tax Map Number _____ Group _____ Parcel _____

Reason _____

Property Owner _____

Property Address _____

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to RECOMMENDED NOT RECOMMENDED based on the following information:

This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.

Chairman or Secretary