

HARTSVILLE/TROUSDALE COUNTY COMMISSION

CODES AND ZONING COMMITTEE

AGENDA

April 21, 2021 | 6:00PM | Upstairs court room

Approve minutes from October 6, 2020

New Business

- A. Sidewalk Ordinances
- B. Cluster Mailbox Ordinances

Public comments

Adjourn

Codes and Zoning Committee Meeting: Minutes

Tuesday, October 6, 2020 7:00 pm at the community center

Members present:

Landon Gulley	Ken Buckmaster	Sam Edwards
Dwight Jewell	Cal Dickey	Shane Burton
John Oliver	Steve Whittaker	

Not present:

Gary Walsh Mayor Chambers

Others:

David Nollner	Tommy McFarland	Mike Dies (local contractor)
Chris Gregory (with the Vidette)		

Meeting called to order.

Minutes of the last meeting read and approved.

Old Business:

-The first order of business was to elect officers for the next year. There was a motion by Shane Burton to retain the officers from last year. Second by Steve Whittaker. Passed.

-The meeting was turned over to Codes Inspector Sam Edwards who discussed the proposed ordinance that would let the county adopt the suggested residential building code from the state. Mr. Edwards read the ordinance and explained it to the committee. He noted that the option to require sprinklers in new housing was not in this ordinance. The group then discussed whether we should include it or not. Mr. Jewell noted that if we include the sprinkler option, it would need a two-thirds majority vote to pass, not a simple majority.

In the discussion it was felt by some that this would make our county a leader in what will likely become a statewide requirement in the future. We would be ahead of the curve and could be a bragging point for a small county such as ours. Mr. Buckmaster had gone around the county and asked a large number of new homeowners their opinions. The majority felt that sprinklers were a good idea and they wished that they had the option of putting them in their homes...most of these were homes built as spec houses and the purchaser was not able to make that decision. Mr. Gulley had researched here and in surrounding counties and felt that the estimate for installation was more than we had originally been quoted and that it was difficult to find someone certified to do the installation. Mr. Oliver was in favor of the sprinklers but stated that in his opinion, this really should be the decision of the entire commission rather than just this committee. Mr. Jewell spoke in favor of the sprinklers. Local contractor Mike Dies spoke to the group and expressed the opinion that builders had enough to fool with as it was and that this would put a strain on their ability to build a house in a timely manner. He said that it was difficult to find a person to do the work and if you did, it was weeks before they could do the job. Mr. Burton asked Mr. Buckmaster, because of his fire department experience, if sprinklers would save lives and save people's homes. He said it would and Mr. Burton stated that was good enough reason right there to add the sprinkler option to the ordinance.

Motion by Jewell to send the ordinance to the full commission with the understanding that sprinklers would be required in new home construction. Second by Burton. Passed.

It was agreed that a second ordinance would be prepared in case the sprinkler option was not approved by the full commission as the county needs to have an updated building code. The ordinance would need to be voted on at two successive commission meetings.

There being no new business, the meeting was adjourned.

ORDINANCE #211-2021-02

**AN ORDINANCE TO AMEND THE TROUSDALE COUNTY ZONING RESOLUTION
ARTICLE III, SECTION 3.010 AND ARTICLE IV, SECTION 4.070
TO ADD SIDEWALK REQUIREMENTS**

WHEREAS, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

WHEREAS, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended this amendment to the County Commission; and

WHEREAS, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION:

Section 1: That Article III of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of Section 3.100, Pedestrian Circulation, which reads as follows:

See 'ATTACHMENT, Section 1'

Section 2: That Article IV, Section 4.070 of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of new language requiring sidewalks and pedestrian ways be shown on proposed sketches for conservation subdivisions, which reads as follows:

See 'ATTACHMENT, Section 2'

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Recommended by Planning Commission March 8, 2021

Public Hearing to be held on _____

	1M _____		
First Reading:	2m _____	Voice Vote of General Consent	Absent _____
	1M _____		
Second Reading:	2m _____	Voice Vote of General Consent	Absent _____

Approved:

Approved:

Attest:

Dwight Jewell, Commission Chairman

Stephen Chambers, Mayor

Rita Crowder, County Clerk

Section 1:

THE ZONING RESOLUTION OF TROUSDALE COUNTY, TENNESSEE

ARTICLE III

GENERAL PROVISIONS

3.100 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:

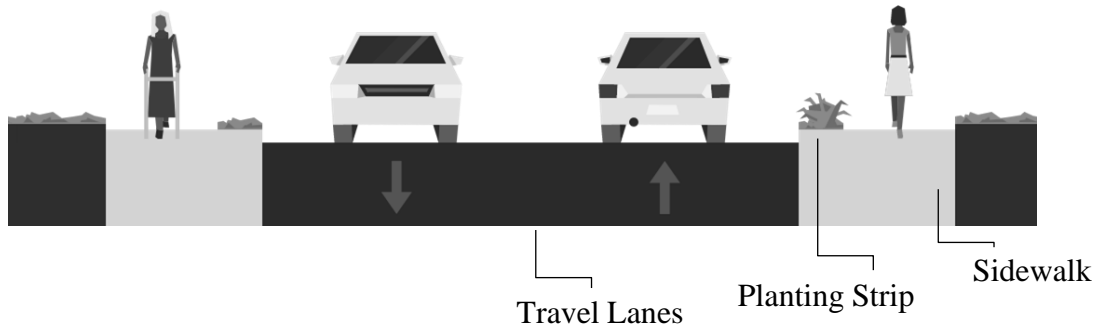
- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
 - 1. Entrances to each building on the site, including pad site buildings;
 - 2. Public sidewalks or walkways on adjacent properties;
 - 3. 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;

Class of Street	Sidewalk Width		Planting Strip
	Residential Public Way	Nonresidential Public Way (Industrial, Commercial; Other)	Residential and Nonresidential
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 Item 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 Item 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 Item 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.

Section 2:

THE ZONING RESOLUTION OF TROUSDALE COUNTY, TENNESSEE

ARTICLE IV

SUPPLEMENTARY PROVISIONS APPLYING TO SPECIFIC DISTRICTS

4.070 CLUSTER RESIDENTIAL DEVELOPMNET (SUBDIVIDED)

HIGHLIGHT DENOTES PROPOSED ADDITION

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**

ORDINANCE #212-2021-03

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF HARTSVILLE, TENNESSEE ARTICLE III, BY ADDING SECTION 3.120 AND AMENDING ARTICLE IV, SECTION 4.070 TO ADD SIDEWALK REQUIREMENTS

WHEREAS, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

WHEREAS, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended this amendment to the County Commission; and

WHEREAS, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION:

Section 1: That Article III of the Zoning Ordinance of Hartsville, Tennessee be amended by the addition of Section 3.120, Pedestrian Circulation, which reads as follows:

See 'ATTACHMENT, Section 1'

Section 2: That Article IV, Section 4.070 of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of new language requiring sidewalks and pedestrian ways be shown on proposed sketches for conservation subdivisions, which reads as follows:

See 'ATTACHMENT, Section 2'

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Recommended by Planning Commission March 8, 2021

Public Hearing to be held on _____

	1M _____		
First Reading:	2m _____	Voice Vote of General Consent	Absent ____ _____
	1M _____		
Second Reading:	2m _____	Voice Vote of General Consent	Absent ____ _____

Approved:

Approved:

Attest:

Dwight Jewell, Commission Chairman

Stephen Chambers, Mayor

Rita Crowder, County Clerk

Section 1:

THE ZONING ORDINANCE OF HARTSVILLE, TENNESSEE

ARTICLE III

GENERAL PROVISIONS

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:

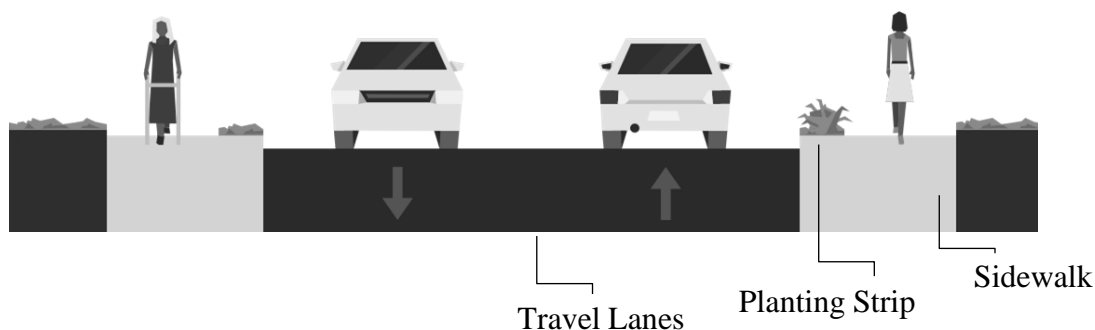
- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
 - 1. Entrances to each building on the site, including pad site buildings;
 - 2. Public sidewalks or walkways on adjacent properties;
 - 3. 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;

Class of Street	Sidewalk Width		Planting Strip
	Residential Public Way	Nonresidential Public Way (Industrial, Commercial; Other)	Residential and Nonresidential
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 Item 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 Item 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 Item 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.

Section 2:

THE ZONING RESOLUTION OF TROUSDALE COUNTY, TENNESSEE

ARTICLE IV

SUPPLEMENTARY PROVISIONS APPLYING TO SPECIFIC DISTRICTS

4.070 Development Standards for Group Housing Projects

4.072 Required Development Standards

HIGHLIGHT DENOTES PROPOSED ADDITION

A. 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 sewerage 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.

ORDINANCE #213-2021-04

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF HARTSVILLE,
TENNESSEE BY AMENDING ARTICLE IV, SECTION 4.070
TO ADD CLUSTER BOX UNITS**

WHEREAS, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

WHEREAS, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended this amendment to the County Commission; and

WHEREAS, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION:

Section 1: That Article IV, Section 4.070 of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of new language regarding cluster mailbox location and approval for Group Housing Projects, which reads as follows:

See 'ATTACHMENT, Section 1'

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Recommended by Planning Commission March 8, 2021

Public Hearing to be held on _____

	1M _____		
First Reading:	2m _____	Voice Vote of General Consent	Absent ____ _____
	1M _____		
Second Reading: _____	2m _____	Voice Vote of General Consent	Absent ____ _____

Approved:

Approved:

Attest:

Dwight Jewell, Commission Chairman

Stephen Chambers, Mayor

Rita Crowder, County Clerk

Section 1:

THE ZONING RESOLUTION OF TROUSDALE COUNTY, TENNESSEE

ARTICLE IV

SUPPLEMENTARY PROVISIONS APPLYING TO SPECIFIC DISTRICTS

4.070 Development Standards for Group Housing Projects

4.072 Required Development Standards

HIGHLIGHT DENOTES PROPOSED ADDITION

A. 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 sewerage 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. (pending passage of Ordinance 212-2021-03)*
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 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