

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

CODES AND ZONING COMMITTEE

David Thomas, Chair
Lonnie Taylor, Vice Chair

Lesley Overman, Secretary
Tommy Belcher

David Nollner
Sam Edwards, Building Official (NVM)

AGENDA

JANUARY 5, 2023 | 7:00PM | MAYOR'S OFFICE

1. Call Meeting to Order
2. Attendance
3. Review Minutes from December 8, 2022
4. Discussion
 - A. Review rezoning fee table
 - B. Review Campground Ordinance
 - C. Framework to combine the Residential zoning Ordinance/Resolution
 - D. Framework to combine the Commercial zoning Ordinance/Resolution
 - E. Solar Farms
 - F. Other
5. Public Comment
6. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT
CODES AND ZONING COMMITTEE
DECEMBER 8, 2022 | 7:00PM | MAYOR'S OFFICE
MINUTES

Members Present: 4/6

David Thomas, *Chairman*
David Nollner

Lesley Overman, *Sec*
Sam Edwards, *Building Official, NVM*

Chairman David Thomas called meeting to order at 7:03pm.
A quorum was determined with the members present.

Agenda amended to add proposed ordinances from Planning Commission containing signage and fee schedule and table of allowable uses per zone.

Motion to approve minutes from Nov 10 meeting made by Overman, seconded by Nollner
MOTION CARRIED

Edwards would like to be a voting member.

Discussion of Utility Zoning: Thomas and Edwards started that solar is, in their opinions, an accessory use/essential service for utilities, therefore it is included in codes for A-1.

Discussion of proposed ordinances from Planning commission: Article 5.050 – table containing allowable uses per zone with an amendment for a table key at the top as well as bottom of table. Motion to recommend to full commission after legal review by Overman, second by Nollner. **MOTION CARRIED**

Proposed ordinance for new fee schedule and rules for signage for zoning changes. Motion to send back to Planning Commission for amendment to responsibility rules by Overman, second by Nollner.
MOTION CARRIED

Thomas proposed this committee to work combining old county and city zoning into one zoning code for all of Trousdale County. Committee members are to study Residential zoning and come back with ideas on how to combine most effectively.

Thomas read the section of the Charter (Chapter 15.09) which includes zoning resolution law.

Current campground zoning was discussed to possibly be amended to better meet current uses.

Next Meeting scheduled for Jan 5, 2023, 7pm.

Meeting adjourned with a motion from Overman at 8:47pm.

A fee, as set by the Trousdale County Commission shall be due and payable at the time of filing of petition shall be posted with requests to amend a provision or provisions of this zoning resolution. The fee is to be used by Trousdale County to defray costs resulting from such petition and any subsequent amendment of the zoning resolution.

Application for Rezoning

A proposed change of zoning district boundaries shall be initiated by filing an application with the Trousdale County Planning Commission. Said application shall contain:

1. The name and address of the owner and/or owners of the subject property, and the written certification of the authorized agent.
2. Trousdale County tax map and parcel number and acreage and/or description of requested acres for rezoning. If a portion of the property is being rezoned and not the whole parcel, then an official legal description of the requested portion will need to be provided by second Commissioner reading.
3. A description of the proposed zone change, modification, or repeal together with written justifications for the requested zone change.
4. The names and addresses of the adjacent property owners including those property owners across streets, roads, highways, and/or railways, and waterways which border the applicant's property.
6. Payment of a fee to defray the administrative cost of amending the rezoning resolution established in FEE SCHEDULE.
7. Any applicant for a change in a zoning district boundary shall be required to place and maintain a notification sign in accordance with the following provisions:
 - A. Public notification signs shall be posted and maintained on the property which is the subject of the proposed zoning district change for at least fifteen (15) days prior to the public hearing on the zoning boundary change and shall remain until final action of the County Commission or the application is withdrawn.
 - B. The public notification signs shall be those furnished by the Trousdale County Building Official. The Building Official shall collect a fee as established in Fee Schedule Table for each sign furnished. A deposit will be required for each sign needed which will be refunded upon the return of each undamaged sign. If the sign is damaged the deposit will be forfeited. The signs shall specify the time, date, and location of the scheduled public hearing for the proposed zoning change. The signs shall also contain the telephone number of the County Office where additional information can be obtained. All costs associated with the proposed zoning change shall be paid for by the applicant requesting

the zoning change except for the advertisements posted in the local newspapers. The Sign Deposit will be refunded upon the return of the undamaged sign.

C. One (1) public notification sign shall be posted along every three hundred (300) feet of each public street or road right-of-way adjoining property. If the property is accessed by easement, then one (1) sign shall be posted at the location where each easement attaches to a public street or road right-of-way. The signs shall be posted within ten (10) feet of the public street on road right-of-way and be positioned in a manner to best inform the motoring public without creating a safety hazard.

D. Any property line of the subject property which fronts upon any public street or road shall be clearly flagged or marked at the time the public notification sign is posted.

E. The absence of the Public Notification sign will result in the application process being reset to the initial step. If a sign is vandalized, the applicant must file a Police Report within the first 24 hours of incident. The applicant will need to provide a copy of the report to the Building Office to receive a replacement sign at no cost. If the sign is not replaced within 24 hours of a report being filed, the Rezone process will be reset.

8. If the zoning change is one which was initiated by the Trousdale County Planning Commission and the change affects more than two contiguous separately owned tracts of property, then the notification signage requirements contained in ___ 7, shall not apply.

9. In addition to the other requirements set forth in this Resolution, whenever a request to change the zoning classification of specific parcels of properties is to be considered by the Planning Commission a notice shall be published of such request together with a notice of the time set for a public hearing by the Planning Commission. Said notice shall be published one (1) time in a newspaper of general circulation in the County of Trousdale, Tennessee. Said hearing by the Planning Commission shall take place no sooner than fifteen (15) days after publication of such notice and placement of a sign.

FEE SCHEDULE		
Planning Commission	Application Fee	Public Notice Signage Depositⁱ
Rezone Application	\$ 100.00	\$ 100.00
Site Application	\$ 100.00	
Plat Amendment Application	\$ 150.00	
Minor Subdivision Application	\$ 150.00	
Major Subdivision Application	\$ 200.00	
Board of Zoning Appeals	Application Fee	Public Notice Signage Depositⁱⁱ
All Applications to the BZA	\$ 150.00	\$ 100.00
Construction Board of Appeals	\$ 200.00	\$ 100.00

ⁱ Public Notice Signage Deposit will be refunded if the sign is returned undamaged. The deposit is for one sign. If additional signs are required, the Deposit will be \$100.00 per sign needed.

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Planning Department

David Robinson

Land Use Administrator

200 West Main St.

Woodbury, TN 37190

Phone: (615) 563-5263

Hours:

10 AM to 1 PM Mon., Tue., Thu., Fri.; closed Wednesdays.

Email: David.Robinson@CannonCountyTN.gov

Planning Department Overview

The Planning Department consists of three organizations:

The Regional Planning Commission

The name of the Commission shall be "Cannon County Regional Planning Commission" as established and provided by Code Section §13-3-101 of the Tennessee Code Annotated. Other designations of the Commission include "RPC," "Planning Commission," and "PC." In Tennessee, a regional planning commission is a county planning commission that has been designated as regional for a specified planning region outside of, but contiguous to, the corporate boundaries. Within the planning region, regional planning powers apply as opposed to municipal planning powers. A planning region may also consist of one county, two or more contiguous counties, or parts of counties.

[CTAS Comprehensive Plan](#) (opens a PDF file in a new tab)

Board of Zoning Appeals

The name of the Board shall be the "Cannon County Board of Zoning Appeals," as established and provided for by Code Section §13-7-106 of the Tennessee Code Annotated and as established by the Cannon County Board of Commissioners through the "Official Zoning Resolution of Cannon County, Tennessee." [Amended Zoning Ordinance](#) (opens a PDF file in a new tab).

Planning Department

The name of the Department shall be the "Cannon County Zoning Department," as established by the Cannon County Board of Commissioners through the "Official Zoning Resolution of Cannon County, Tennessee." [Amended Zoning](#)

[Ordinance](#) (opens a PDF file in a new tab). Other designations of the Department include "Planning Office," "Planning Division," "Planning," and "Zoning."

Composition of these three organizations

The Regional Planning Commission has seven members; six citizens and one member of the Board of Commissioners.

The Board of Zoning Appeals has five members; two citizens, two members of the Planning Commission and one member of the Board of Commissioners.

The Planning Department is composed of the Land Use Administrator (otherwise designated as the "LUA") and the Planning Assistant.

Hours and meetings of these organizations

The Regional Planning Commission meets every fourth Tuesday of the month; at 6 PM in the Courtroom of the Cannon County Courthouse.

The Board of Zoning Appeals meets every fourth Tuesday of the month at 6:30 PM in the Courtroom of the Cannon County Courthouse.

The Planning Department Office hours are 10 AM – 1 PM, Mon., Tue., Thu., and Fri. The office is closed Wednesday. The office is located in the County Courthouse.

Roles and duties of these organizations

The Regional Planning Commission (RPC) administers the Subdivision Regulations; receives and reviews requests to amend the Zoning Ordinance; and makes recommendations to the Board of Commissioners on the disposition of those requests; and receives and reviews requests to revise or change the Zoning Map ([Zoning Map - Cannon County 2019/11/13 \(arcgis.com\)](#) (opens link in new tab)). Such a revision/change of the map constitutes an amendment to the Zoning Ordinance; the RPC shall make recommendations to the Board of Commissioners on the disposition of rezoning requests.

The Board of Zoning Appeals receives and hears requests for special exceptions to the Zoning Ordinance and makes determinations on the disposition of those requests. It receives and hears requests for Variances ([Application for Zoning Variance](#) (opens a PDF in a new tab)) from the Zoning Ordinance and makes determinations on the disposition of those requests, and it hears appeals pertaining to determinations made by the Land Use Administrator.

The Planning Department Land Use Administrator (LUA):

Administers and enforces the provisions of the Cannon County Zoning Ordinance;
Serves as staff to the Regional Planning Commission;
Collects [fees](#) (opens a PDF file in a new tab) for actions pertaining to the subdivision regulations;
Receives, administers, and collects fees for zoning change requests;
Serves as staff to the Board of Zoning Appeals;
Receives, administers, and collects fees pertaining to applications for special exceptions;
Receives, administers, and collects fees pertaining to applications for variances;
Receives, administers, and collects fees pertaining to applications for temporary use permits;
Issues and/or collects taxes and/or fees for single family residential building permits, (see [Residential Permit FAQs](#) (opens a PDF file in a new tab)),
(see [Residential Building Permit Fees](#) (opens a link in a new tab)), (see [purchasing a residential building permit video tutorial online permit purchasing – “Residential Building Permit Step by Step Guide”](#) (opens a link in a new tab) on YouTube;
Adequate Facilities Tax;
[School Facilities Privilege Tax resolution](#) (opens a PDF file in a new tab);
School Facilities Privilege Tax acknowledgement;
Zoning Compliance Fees;
Receives, investigates, makes determinations, and/or coordinates hearings by the BZA of zoning related complaints. [Complaint Process](#) (opens a PDF in a new tab).
NEW AS OF 7/14/2022 – Management of consulting agreements with Regional Planning Commission (RPC).

ARTICLE VII. ENFORCEMENT

Section 7.01. ENFORCEMENT OFFICER.

The provisions of this Resolution shall be administered and enforced by the Cannon County Land Use Administrator. This official shall have the right to enter upon any premises necessary to carry out his duties in the enforcement of this Resolution, and in addition shall:

- A. Maintain and keep current zoning maps, and records of amendments thereto.**
- B. Conduct inspections as prescribed by this Resolution, and such other inspections as are necessary to ensure compliance with the various provisions of this Resolution.**

Section 7.02. PENALTIES.

Any person violating any provision of this Resolution shall be guilty of a misdemeanor, and upon conviction shall be fined not less than five dollars (\$5.00) nor more than fifty dollars (\$50.00) for each offense. Each day such violation shall continue shall constitute a separate offense.

Section 7.03. REMEDIES.

In case any building or structure is erected, constructed, reconstructed, repaired, converted or maintained, or any building, structure or land is used in violation of this Resolution, the Land Use Administrator or any other appropriate authority or any adjacent or neighboring property owner who would be damaged by such violation, in addition to other remedies may institute injunction, mandamus or other appropriate action in proceeding to prevent the occupancy or use of such building.

Section 7.04. SCHEDULE OF FEES.

All application and permit fees shall be set by the county commission:

A. Subdivision Preliminary Plat Review Application -----	\$400.00
B. Subdivision Preliminary Lot Review (per lot) Application -----	\$75.00
C. Subdivision Final Plat Review Application -----	\$400.00
D. Subdivision Final Lot Review (per lot) Application -----	\$75.00
E. Subdivision Waivers Fee -----	\$50.00
F. Subdivision Bond Extension Fee -----	\$50.00
G. Zoning Compliance Permit-Residential Fee (per sqft) -----	\$.95
H. Zoning Compliance Permit-Commercial (per sqft) Fee -----	\$1.95
I. Zoning Compliance Permit-Industrial (per sqft) Fee -----	\$2.95
J. Zoning Compliance Certificate Fee -----	\$50.00
K. Rezoning Application -----	\$500.00
L. BZA Special Exception Application -----	\$300.00
M. BZA Variance Application -----	\$300.00
N. BZA Temporary Use Permit Application -----	\$300.00
O. Appeal of a Land Use Administration Determination to BZA -----	\$50.00

Wilson County Tennessee

WATERTOWN

The Wilson County Planning Director's position also serves as Watertown's Planning Director. The Watertown Planning Commission and the Watertown Board of Zoning Appeals do not hold regularly scheduled meetings. The meetings are scheduled on an as needed basis.

Planning Resources

[Official City of Watertown Website](#)

[Watertown Historic Preservation Guidelines - 2004](#)

[Watertown Subdivision Regulations](#)

[Watertown Zoning Ordinance - 4/18/2017](#)

Review Process

Rezoning

An application can be obtained either at the Wilson County Planning Office or here. The application must be submitted to the Wilson County Planning Office with a fee of \$150.00. After submittal, a Planning Commission meeting will be scheduled. The Planning Commission will issue a recommendation and forward it to the Watertown City Council. There is a 15 day minimum before the item can be heard by the City Council. It must pass two Council readings before it becomes official.

Site Plans

An application can be obtained either at the Wilson County Planning Office or here. The application must be submitted to the Wilson County Planning Office with a fee of \$50. Nine copies must be submitted along with the application and fee. After submittal, a Planning Commission meeting will be scheduled. Site plans must meet the requirements outlined in the Watertown Zoning Ordinance. After the commission has granted approval and all conditions of approval have been met, the plan must be stamped approved by the Planning Director within one (1) year from approval date.

Subdivision Plats

An application can be obtained either at the Wilson County Planning Office or here. The application must be submitted to the Wilson County Planning Office with a fee of \$50 plus \$5 for each additional lot. Nine copies must be submitted along with the application and fee. After submittal, a planning commission meeting will be scheduled. Subdivision Plats must meet requirements outlined in the Watertown Zoning Ordinance and Watertown Subdivision Regulations. After the commission has granted approval and all conditions of approval have been met, all the appropriate signatures must be obtained with the planning office's signature being the last. Once all signatures are acquired the plat can then be recorded in the Register of Deeds Office located in the Wilson County Courthouse, 228 East Main Street, Lebanon, Tennessee. This must be done in one (1) year from approval date.

Certificate Signatures

Owner Certificate – Property Owner

Accuracy Certificate – Surveyor or Engineer

Health Certificate – Environmental Office, 211 East Gay Street, Lebanon, TN


Utility Certificate –water and/or sewer provider

Approval Certificate – Planner or Secretary of Planning Commission, 228 East Main Street, Room 5, Lebanon, TN

Board of Zoning Appeals

Variances from the uses and/or setbacks listed for a site are received through the Board of Zoning Appeals. The Watertown building inspector or the Wilson County Planning Office determines if a variance is needed. An application can be obtained either at the Wilson County Planning Office or

Watertown City Hall . They must be submitted to the Wilson County Planning Office for a fee of \$50. After submittal, a Board of Zoning Appeals meeting will be scheduled. Once the appeals board grants approval, the variance becomes official and stays with the property from that point forward.

 Government Websites by CivicPlus®

Wilson County Tennessee

PLANNING REVIEW PROCESS

Prices effective October 15, 2012

Rezoning

An application can be obtained either at the Wilson County Planning Office or [here](#). The application must be submitted to the Wilson County Planning Office at least 17 days before the meeting date, according to posted [schedule](#), with a fee of \$600. This time period is required to ensure adequate public notice and notification of adjoining property owners. [Graphic representation of rezoning process](#)

Land Use Plan Amendment

An application can be obtained either at the Wilson County Planning Office or [here](#). The application must be submitted to the Wilson County Planning Office at least 40 days before the meeting date, according to posted [schedule](#), with a fee of \$600. This time period is required to ensure adequate public notice and notification of adjoining property owners. [Graphic representation of process](#).

Site Plans

An application can be obtained either at the Wilson County Planning Office or [here](#). The application must be submitted to the Wilson County Planning Office at least 17 days before the meeting date, according to posted [schedule](#), with a fee of \$400. Nine copies must be submitted along with the

application and fee. Site plans must meet the requirements outlined in the Wilson County Zoning Ordinance. After the commission has granted approval and all conditions of approval have been met, the plan must be stamped approved by the Wilson County Planning Director within one (1) year from approval date.

Subdivision Plats

All divisions of land outside the cities' urban growth boundaries that are less than five (5) acres must be approved by the Wilson County Planning Commission in order to be considered a buildable tract of record. An application can be obtained either at the Wilson County Planning Office or [here](#). All plats must be submitted to the Wilson County Planning Office at least 17 days before the meeting date, according to posted [schedule](#). Nine copies must be submitted along with the application and fees. **Minor final plats (5 lots or less) or plat amendments are \$50.00 plus \$10.00 per lot.** Minor final plats with 2 lots or less and no public infrastructure extensions can be approved in-house and affirmed at the next scheduled Planning Commission. **Major subdivisions (more than 5 lots or new infrastructure) require preliminary plat and final plat approval.** A sketch plat can be approved as an optional step before the preliminary plat. **Sketch plats are \$50.00 plus \$10.00 per lot. Preliminary plats are \$50.00 plus \$25.00 per lot. Major final plats are \$50.00 plus \$25.00 per lot.** All subdivision plats must meet requirements outlined in the Wilson County Zoning Ordinance and Wilson County Subdivision Regulations. If any road plans, drainage plans, traffic studies, or geologic studies are required, they must be submitted two (2) weeks prior to final plat submittal. After the Planning Commission has granted approval on a final plat and all conditions of approval have been met, the appropriate signatures must be obtained with the planning office's signature being the last. Once all signatures are acquired, the plat can then be recorded in the Register of Deeds Office located in the Wilson County Courthouse, 228 East Main Street, Lebanon, Tennessee. Major and minor final plats must be signed and recorded within two (2) years from approval date. Preliminary and sketch plats are valid for one (1) year from approval date unless development progress is shown. [How to create a buildable tract of record](#)

Certificate Signatures

Owner Certificate – Property Owner

Accuracy Certificate – Surveyor or Engineer

Utility Certificate – Water Provider

Sewer Certificate – Sewer Provider

Streets Certificate – Wilson County Road Commission, 1000 Tennessee Blvd, Lebanon, TN


Utility Bond Certificate - Wilson County Road Commission, 1000 Tennessee Blvd, Lebanon, TN

Subsurface Sewage Certificate - Environmental Office, 211 East Gay Street, Lebanon, TN

County Engineer Certificate – Storm Water Director, 211 East Gay Street, Lebanon, TN

E-911 Certificate– Wilson County E-911, 1611 West Main Street, Lebanon, TN

Approval Certificate – Secretary of Planning Commission or Planner, 228 East Main Street, Room 5, Lebanon, TN

 Government Websites by CivicPlus®

ORDINANCE #

**AN ORDINANCE TO AMEND THE TROUSDALE COUNTY ZONING RESOLUTION
ARTICLE II, SECTION 2.020 DEFINITIONS AND ARTICLE V, SECTION 5.044.B C-
1, GENERAL COMMERCIAL DISTRICT, USES PERMITTED**

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 II of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of Section 2.020 Definitions, which reads as follows:

SOLAR ENERGY FACILITY (SEF). An area of land consisting of more than ten (10) acres used for a solar collection system, components and subsystems, principally to capture solar energy and convert it to electrical energy or thermal power. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic systems, solar thermal systems and solar hot water systems.

Section 2: That Article V, Section 5.044.B. of the Zoning Resolution of Trousdale County, Tennessee be amended by the addition of new language adding – 27. SOLAR ENERGY FACILITY. as a permitted use.

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

*Recommended by Planning Commission December -, 2022
Public Hearing to be held on*

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

ORDINANCE #

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF HARTSVILLE, TENNESSEE ARTICLE II, SECTION 2.020 DEFINITIONS AND ARTICLE V, SECTION 5.061.B. I-1 GENERAL INDUSTRIAL DISTRICT, USES PERMITTED

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 II of the Zoning Ordinance of Hartsville, Tennessee be amended by the addition of Section 2.020 Definitions, which reads as follows:

SOLAR ENERGY FACILITY (SEF). An area of land consisting of more than ten (10) acres used for a solar collection system, components and subsystems, principally to capture solar energy and convert it to electrical energy or thermal power. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic systems, solar thermal systems and solar hot water systems.

Section 2: That Article V, Section 5.061.B. of the Zoning Ordinance of Hartsville, Tennessee be amended by the addition of new language adding - 23. SOLAR ENERGY FACILITY. as a permitted use.

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

Recommended by Planning Commission December, 2022

Public Hearing to be held on _____

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

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