

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

January 28, 2013

5:30 p.m.

Members Present

Lee Brannon, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Donnie Worley
Dr. Richard Bagby
Glen Glasner

Others

Daniel Galindo
Pat Sanders
Diana Cox
Beth Rhoton
Magdalene Calixto
Jose Luis Calixto II
George Fraley
Betty Fraley
Alicia Eavey
Kurt Johnson
C. Jack Bell
C. Bruce Spencer
Jeannie Bates
Chief Gary Greeson
Jan Tavalin

The regular January meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Chairperson Lee Brannon.

The minutes for the December 13, 2012, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Donnie Worley seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Request for Approval of Rezoning – C-1 to C-2 – 345/349 Dinah Shore Boulevard – Frank and Jeannie Bates, Owners/Abbie Nunley, Tenant – Franklin County Property Map 65K, Group G, Parcel 2.00 - Abbey Nunley submitted a letter requesting permission to open a used car dealership at 349 Dinah Shore Boulevard. Ms. Nunley currently owns Lopez Auto Repair which is a grandfathered, nonconforming land use operating in the attached building to the rear at 345 Dinah Shore Blvd. Ms. Nunley planned to locate the used automobiles on the parking area located in front of the neighboring building at 365 Dinah Shore Boulevard. The parcel containing all three addresses is zoned C-1 and owned by Frank and Jeannie Bates who also submitted a letter in support of opening a used car dealership in this location. Ms. Nunley was represented by Magdalene Calixto and had originally spoken to Pat Sanders, Building Inspector, regarding this request. Mr. Sanders presented two courses of action: (1) that she could request

administrative review of his interpretation of the zoning ordinance before the Board of Zoning Appeals, or (2) request rezoning to C-2 which allows retail trade in automobiles as a permitted use. Ms. Nunley chose to request rezoning. After some discussion, Warren Christiansen made the motion to deny the request for rezoning. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

Minor Division of Property Plat – 1350 Bible Crossing Road – George and Betty Fraley – Franklin County Property Map 55, Parcel 44.00 - Johnson and Associates Land Surveyors, on behalf of property owners George and Betty Fraley, submitted a revised minor plat for their property at 1350 Bible Crossing Road which is zoned R-1. The plat subdivided a new 4.32 acre lot (Tract 2) from the existing property leaving 13.41 acres (Tract 1). The original submitted plat had already been revised based on staff's comments furnished to Mr. Johnson. Glen Glasner made the motion to approve the revised plat as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

OLD BUSINESS

Status Report - Previous Conditionally Approved Agenda Items

A. Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00

No Updates.

B. Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00

Permit has been issued and construction started.

Tennessee Ethics Commission – Statement of Disclosure of Interests - Planning Commission members were reminded to submit the necessary form disclosing certain interests to the Tennessee Ethics Commission by January 31, 2013.

At the closing of this meeting two members turned in their resignation to Mayor Terry Harrell. Glen Glasner and Lee Brannon resigned from the Winchester Municipal-Regional Planning Commission and the Winchester Board of Zoning Appeals, leaving these bodies with only five active members.

Warren Christiansen made the motion to adjourn the Winchester Municipal-Regional Planning Commission at 5:58 p.m. Mayor Terry Harrell seconded the motion. All members present voted in favor of adjournment.

Warren R. Christiansen
SIGNATURE

28 March 2013
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

February 25, 2013

5:30 p.m.

Members Present

Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Donnie Worley

Members Absent

Dr. Richard Bagby

Others

Daniel Galindo
Diana Cox
C. Bruce Spencer
Jim Gillette
Jan Tavalin

The regular February meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Secretary Warren Christiansen acting as Chairperson.

The minutes of the January 28, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Donnie Worley made the motion to approve the minutes as presented. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

Due to Lee Brannon's resignation, the Commission must elect a new chairman. The Tennessee Code Annotated § 13-4-102 restricts those who may be elected as chair to solely *appointed* members which excludes Mayor Harrell and Councilman Wayne Hart from consideration. After a brief discussion it was decided to waive this item for this meeting and put it on the agenda for March.

NEW BUSINESS

Request for Approval of Rezoning – C-3 to R-1 – 974 Lynchburg Rd. (Antebellum Inn) – Mr. and Mrs. Jim Gillette, Owners – Franklin County Property Map 55, Parcel 9.01 -

Property owner Jim Gillette requested that his property at 974 Lynchburg Road (the former Antebellum Inn) be rezoned from C-3, Neighborhood Service Business District to R-1, Low-Density Residential District. This property previously operated as a grandfathered nonconforming "bed and breakfast" and was rezoned to C-3 from R-1 by Ordinance #891 on March 27, 2008 at the request of previous owners in order to open a restaurant. Mr. Gillette and

his wife have purchased the property to serve solely as their residence. Warren Christiansen made the motion to recommend the request for rezoning from C-3 to R-1. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

Zoning Text Amendment – Redistributing Duties in the Administration of the Zoning Ordinance

- The City of Winchester recently conducted a salary study and update of its job and position descriptions, and an amendment to the zoning ordinance is required in order to reflect the new descriptions for planning support staff. The proposed Amendment simplifies the language of Section 7.020 by removing duties which are stated elsewhere in the ordinance and empowers the position of Community Development Coordinator to make all interpretations concerning the provisions of the ordinance. Zoning Amendment for 7.020 shall be as follows:

7.020. ADMINISTRATIVE OFFICERS

The provisions of this ordinance shall be administered by the Community Development Coordinator and City Building Inspector. The Community Development Coordinator shall be authorized to make all interpretations concerning the provisions of this ordinance. The City Building Inspector shall enforce the provisions of this ordinance and exercise additional powers as described elsewhere in this ordinance. These administrative officers shall have the authority to conduct inspections of structures or premises necessary to insure compliance with the provisions of this ordinance and possess the right to enter upon any premises for the purpose of making such inspections.

Mayor Terry Harrell made the motion to approve the Zoning Text Amendment. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

OLD BUSINESS

Status Report - Previous Conditionally Approved Agenda Items

A. Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00

No Updates.

B. Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00

Permit has been issued and construction started.

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal-Regional Planning Commission at 5:43 p.m. Donnie Worley seconded the motion. All members present voted in favor of adjournment.

Warren R. Christensen

SIGNATURE

28 March 2013

DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

March 18, 2013

5:30 p.m.

Members Present

Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Donnie Worley
Dr. Richard Bagby

Others

Jerome Dempsey
Diana Cox
C. Bruce Spencer
Beth Rhoton
Cory Hall
Kurt Johnson
Jarrold Sides
Kelly Hayworth
Robert Ballard
Mike Holmes
Chief Gary Greeson
Jan Tavalin

The regular March meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Secretary Warren Christiansen.

The minutes of the February 25, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Due to Lee Brannon's resignation, the Commission must elect a new chairman. The Tennessee Code Annotated § 13-4-102 restricts those who may be elected as chair to solely *appointed* members which excludes Mayor Harrell and Councilman Wayne Hart from consideration. After a brief discussion Donnie Worley was appointed to function as acting interim Chairperson until one could be appointed.

NEW BUSINESS

Minor Division of Property in Planning Region – 1211 Old Estill Springs Rd. – Mike Holmes – Franklin County Property Map 55, Parcel 56.00 - Kurt Johnson, representing owner Mike Holmes, submitted a minor division of property plat for Planning Commission review and approval. This property is in the Winchester Planning Region and not in the city limits. During discussion, Mr. Holmes emphatically responded "No" when asked if the minor division of property was to be annexed into the City of Winchester. The plat showed 3.00 acres

more or less being taken from Mr. Holmes 10 acres parcel. The 3 acre tract is to belong to his son. Mayor Terry Harrell made the motion to approve the minor division of property plat contingent upon addressing the following:

1. Provide a vicinity map.

Dr. Richard Bagby seconded the motion. All members present voted in favor of said motion.

Site Plan Review and Approval of Addition – 104 Kenmore Ave. – Tim/Terry Smith – Franklin County Property Map 75G, Group B, Parcel 1.00 - Kurt Johnson, representing owners Tim and Terry Smith submitted a site plan of an addition to an existing building for Planning Commission review and approval. The building is the business office/maintenance shop for the family owned excavation and construction businesses. The property is zoned C-2. The addition to the existing building is to the left corner and consists of 1,089 square feet. No additional landscaping, employee or signage is proposed. Mayor Terry Harrell made the motion to approve the site plan contingent upon addressing the following:

1. Provide a vicinity map.
2. Provide name and address of owner.
3. Provide FEMA Flood Map information.
4. Indicate no additional employees with note.
5. Indicate no erosion control with note.
6. Indicate no additional landscaping with note.
7. Clarify the "Approx. Location" of portable building with note and arrow.

Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Site Plan Review and Approval of Addition – Advanced Machine – Crownover Industrial Park – 119 Creasman Dr. – Todd Stovall – Franklin County Property Map 75, Parcel 8.13
- Withdrawn by Applicant

Site Plan Review and Approval – Ambulance Service – Old Mill Road – Chris and Marilyn Smith – Franklin County Property Map 76, Parcel 3.04 - Kurt Johnson, representing owners Chris and Marilyn Smith, submitted a site plan for review and approval. Located at the back of parcel 3.04 is a proposed building (90' x 40') exiting onto Old Mill Road. This proposed building is to house an ambulance service. Dr. Bagby made the motion to approve the site plan contingent upon addressing the following:

1. Notes 5 and 8 require completion.
2. Provide a vicinity map.
3. Provide proposed contours for the parking and building area.
4. Indicate erosion control measures.
5. Indicate all building setback lines.
6. Indicate the proposed Utility services (water, sewer, and electric).

7. Provide handicap access aisles adjacent to the proposed handicap spaces.

Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

Rezoning Request and Approval – 210 S. High Street – R-2 to C-1 Zoning District – Robert Ballard – Franklin County Property Map 65N, Group U, Parcel 9.00 – Mr. Robert Ballard, owner of the property located at 210 S. High Street, requested via written correspondence a favorable recommendation for rezoning from R-2, Medium Density Residential District, to C-1, Central Business District, to the Winchester City Council. Mr. Ballard purchased 210 S. High Street in December of 2012 with the intent of opening a clock retail and repair shop in the downstairs area and remodeling the second story to accommodate an upper story apartment to rent. When he purchased this property he was under the impression that due to Mrs. Martin operating a flower shop at this location in the past, that he could open his shop without any problem. Since this house was located in a R-2 zoning district, the flower shop was probably grandfathered in as a non-conforming use. According to our zoning regulations of after one year and also the state regulations that after three years of the non-conforming commercial use being abandoned, retail use could not be re-established. The subject residential house is located within a block area where no commercial zoning is currently located. Commercial zoning is located in the entire block across High Street from the subject property. Generally, properties requesting an up-zoning are located contiguous to properties which have already been up-zoned. It is not uncommon to consider properties as being contiguous that are only separated by a minor roadway. Mr. Ballard stated he wishes to keep the house as taking the appearance of a single family home from the street. The proposed signage to be mounted on the structure is approximately 1' x 4' in size. All electrical wires are going to be under ground. Mayor Terry Harrell made the motion to give a favorable recommendation to the Winchester City Council for the rezoning from R-2, Medium-Density Residential District, to C-1, Central Business District subject to the City notifying the three property owners to communicate this intended action. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Note: The C-1 zoning allows uses such as:

1. Retail establishments
2. Professional, finance, insurance, real estate, personal, business and repair services.
3. Manufacturing provided it is incidental to the retail business or service which sells the made products on the premises and that the manufacturing activity occupied less than 40% of the floor area and employs not more than five operators.
4. Hotels, motels and boarding houses.
5. Commercial amusement establishments.
6. Churches and other places of assembly.
7. Mortuaries.
8. Newspaper and printing plants.
9. Governmental buildings and community centers.

10. Utility facilities (without storage) necessary for the provision of public services.
11. Communication services.
12. Educational services.
13. Signs and billboards as regulated in Article IV, Section 4.080.

Uses Permitted as Special Exception are:

1. Automotive parking lot.
2. Upper story residential dwelling.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

- A. **Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00**
No updates.
- B. **Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00**
A building Permit has been issued and construction started. Permit #13.00007 (P13-17205)

Warren Christiansen made the motion to adjourn the regular meeting of the Winchester Municipal-Regional Planning Commission at 6:27 p.m. Mayor Terry Harrell seconded the motion. All members present voted in favor of adjournment.

Warren R. Christiansen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Special Called Meeting Minutes

**April 5, 2013
12:00 p.m.**

Members Present

**Mayor Terry Harrell
Councilman Wayne Hart
Donnie Worley, Chairman**

Others

**Beth Rhoton
Teena Waggoner
Tom Ore
Chief Gary Greeson**

Members Absent

**Warren Christiansen, Secretary
Dr. Richard Bagby**

The special called meeting of April 5, 2013 of the Winchester Municipal-Regional Planning Commission was called to order at 12:00 by acting Chairman Donnie Worley.

No minutes were presented for approval.

NEW BUSINESS

Rezoning Request and Approval – 200 S. High Street and a Portion of S. High Street – R-2 to C-1 Zoning District – George/Betty Henson – Franklin County Property Map 65N, Group U, Parcel 7.00 - Mr. Robert Ballard, new owner of 210 S. High Street, requested a favorable recommendation for rezoning from R-2 to C-1 from the Winchester Municipal-Regional Planning Commission to the Winchester City Council at the March 18, 2013 meeting. Mr. Ballard received a favorable recommendation from the Board contingent upon the City notifying the other three property owners to communicate the intended action. Owner of 204 S. High Street and 300 S. High Street declined at this time to have their properties rezoned. However, George and Betty Henson's heirs are requesting a favorable recommendation to the Winchester City Council for their property to be rezoned from R-2 to C-1. Mayor Terry Harrell made the motion to give a favorable recommendation to the City Council for the rezoning request. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Note: The C-1 zoning allows uses such as:

1. Retail establishments
2. Professional, finance, insurance, real estate, personal, business and repair services.
3. Manufacturing provided it is incidental to the retail business or service which sells the made products on the premises and that the manufacturing activity occupied less than 40% of the floor area and employs not more than five operators.
4. Hotels, motels and boarding houses.
5. Commercial amusement establishments.
6. Churches and other places of assembly.
7. Mortuaries.
8. Newspaper and printing plants.
9. Governmental buildings and community centers.
10. Utility facilities (without storage) necessary for the provision of public services.
11. Communication services.
12. Educational services.
13. Signs and billboards as regulated in Article IV, Section 4.080.

Uses Permitted as Special Exception are:

1. Automotive parking lot.
2. Upper story residential dwelling.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

- A. **Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00**
No updates.
- B. **Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00**
A building Permit has been issued and construction started. Permit #13.00007 (P13-17205)

Mayor Terry Harrell made the motion to adjourn the special called meeting of the Winchester Municipal-Regional Planning Commission at 12:05 p.m. Chairman Donnie Worley seconded the motion. All members present voted in favor of adjournment.

Warren R. Christensen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

April 15, 2013
5:30 p.m.

Members Present

Warren Christiansen, Secretary
Donnie Worley, Chairperson
Mayor Terry Harrell
Councilman Wayne Hart

Members Absent

Dr. Richard Bagby

Others

Tom Ore
Beth Rhoton
Diana Cox
Pat Sanders
Chief Gary Greeson
C. Bruce Spencer
Steven Petersheim
Nelson Simmons
Chauel Bryant
Olutoyin Owhe
Sandy Davis
Sharin Bascom
Ray Bhakta
Jan Tavalin

The regular April meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by acting chairperson Donnie Worley.

The minutes of the March 18, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes with the following added:

Last line after the word "limits." - During discussion, Mr. Holmes emphatically responded "No" when asked if the minor division of property was to be annexed into the City of Winchester.

Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

The minutes of the April 5, 2013, "special called" meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Due to the resignation of Lee Brannon, the Commission must elect a new Chairman. At the March 18, 2013 meeting Donnie Worley was appointed to function as acting interim Chairperson until one could be appointed. After some discussion, Warren Christiansen made the motion to approve Donnie Worley as Chairman of the Winchester Municipal-Regional Planning Commission and the Winchester Board of Zoning Appeals. Councilman Wayne Hart seconded the appointment. All members present voted in favor of Mr. Worley's appointment.

NEW BUSINESS

Minor Division of Property – Arnold Farm Road – Steven Petersheim - Franklin County Property Map 55, Parcel 56.00 - Kurt Johnson, representing the property owner Steven Petersheim, submitted a minor division of property plat for review and approval. Mr. Petersheim purchased this parcel in October of 2007 at auction. It had been annexed into the city limits in September of 2006 and zoned C-2 with the concurrence of the then property owner who was going to pursue a mixed Planned Development. The Planned Development never materialized nor was it ever officially submitted to the Board of Zoning Appeals for approval. When Mr. Petersheim came to the City to apply for a building permit, he was informed that the property was zoned C-2 and the placement of a residential dwelling would require a rezoning of the parcel. At the November 19, 2007, regular meeting of the Planning Commission, Mr. Petersheim was granted a favorable recommendation to the Winchester City Council to rezone the property to R-1. At the August 18, 2008, regular meeting of the Planning Commission, Mr. Petersheim requested a favorable recommendation to the City Council to rezone 17.78 acres from R-1 to C-2. The el-shaped tract fronts Cowan Highway for 498 feet and fronts Arnold Farm Road for 307 feet. The Board gave Mr. Petersheim a favorable recommendation to the City Council for the rezoning. Mr. Petersheim is cutting out a parcel of 2.49 acres to be utilized by his father-in-law, Mr. Claire Weaver. Mr. Petersheim revealed that Mr. Weaver might add a second residence to the requested 2.49 acre parcel sometime in the future, if the requested minor division of property is granted. This tract is located directly across from the intersection of Grizzell Lane (a small farm lane) and Arnold Farm Road. Winchester municipal water and power is available to the parcel. A pressurized sanitary sewer line lays along the Cowan Highway. It was suggested that the Planning Commission, working with the Utility System, develop a set of guidelines for mandating hookup to existing sewer systems, where applicable and available. Also discussed was the requirement for a vicinity map for minor divisions either be added to the checklist or dropped as a requirement. Mayor Terry Harrell made the motion to approve the minor division plat as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

- A. Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00**
No updates.

B. Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00

A building permit has been issued and construction started. Permit #13.00007 (P13-17205)

Warren Christiansen made the motion to adjourn the regular meeting of the Winchester Municipal-Regional Planning Commission at 5:52 p.m. Mayor Terry Harrell seconded the motion. All members present voted in favor of adjournment.

Warren R. Christiansen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

**May 20, 2013
5:30 p.m.**

Members Present

**Donnie Worley, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Dr. Richard Bagby**

Others

**Tom Ore
Pat Sanders
Diana Cox
Beth Rhoton
C. Bruce Spencer
Kurt Johnson
C Rowena Pohlkotte
Melvin Pohlkotte
Ben Damron
Karen Starnes
Todd Hindman
Zach Colescott
Troy Buttrey
Chief Gary Greeson
Jan Tavalin**

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:29 p.m. by Chairman Donnie Worley.

The minutes for the April 15, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Site Plan Review and Approval of Addition – Advanced Machine – Roy T. Crownover Industrial Park – 119 Creasman Drive – Todd Stovall – Franklin County Property Map 75, Parcel 8.13 - Property owner, Todd Stovall, requested a site plan review and approval for a proposed addition to the west side of his existing building that houses his business, Advanced Machine. The addition is approximately 6,035 square feet and is to be added to the existing building which is 6,123 square feet. All items were addressed except number 7. Warren Christiansen made the motion to approve the site plan contingent upon the two following items being satisfactorily addressed:

1. An email from the engineer stating whether a SWPPP is necessary.
2. Drainage calculations being emailed to the Codes Office to be distributed.

Dr. Richard Bagby seconded the motion. All members present voted in favor of said motion.

Preliminary S/D Plat and Abandonment of Aviation Drive – Franklin County Property Map 66, Parcel 31.01; Map 76, Parcel 7.02; Map 76, Parcel 7.07; Map 76, Parcel 8.02 -

The Winchester Municipal Airport Authority submitted a design plan for a project to relocate Aviation Drive, along with utilities that run along the existing roadway. The relocation of Aviation Drive and the utilities are to allow the addition of a new taxiway to service the exiting runway. Two actions were necessary for the approval.

- A. Item 1 – The Airport Authority requested that the City formally abandon Aviation Drive as it currently exists. Dr. Richard Bagby made the motion to give a favorable recommendation to the Winchester City Council for the abandonment of Aviation Drive. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.
- B. Item 2 – A preliminary subdivision plat was submitted for review and approval by PDC Consultants, LLC. A preliminary subdivision plat was requested due to the installation of utilities. After preliminary approval construction plans for the new roadway, drainage plans, erosion control, and utilities. A final plat will be submitted to the Planning Commission for approval after construction is completed. Dr. Richard Bagby made the motion to approve the preliminary subdivision plat contingent upon the following being satisfactorily addressed:
 1. Plat be labeled as Preliminary Plat for Aviation Drive Relocation (Sheets 1 and 2).
 2. Three (3) copies of plats e submitted, stamped by a surveyor or engineer.
 3. Boundary lines by bearing and distances as required by the checklist are not shown on the plat.
 4. Delineation of flood zone areas including the floodway and floodway fringe area based on the 100-year regulatory flood elevations as applicable be shown on the plat, or that a statement that the property is not in a designated flood zone be added. The governing FEMA flood map should be cited.
 5. Plats should be dated.
 6. A drainage plan be submitted along with drainage calculations for review by the City Engineer to show that the post development peak run-off quantities will be less than or equal to the pre-development peak runoff quantity for a 25 year storm event.
 7. List the current zoning classification on the plat.
 8. A road construction plan and sewer/water plans should be submitted for review. Note that final approval for sewer/water plans will have to come from the State of Tennessee.
 9. A SWPPP should be filed with the Planning Commission prior to Preliminary Plat approval.

Councilman Wayne Hart seconded the motion. All members voted in favor of said motion.

Rezoning Request – Yachal Inc. – 601 S. College Street – From C-2 to C-1 – Franklin County Property Map 75D, Group A, Parcel 4.00 - Yachal, Inc. requested a favorable recommendation for rezoning 601 S. College Street from C-2 to C-1. Yachal, Inc. is a faith based non-profit organization specializing in transitional housing, therapy, and rehabilitation of homeless veterans and recently incarcerated individuals. Yachal's intentions are to use this property to provide secure monitor based rehabilitation, counseling, employment assistant, and temporary housing for qualified individuals. Warren Christiansen made the motion to deny the request for a favorable recommendation to the City Board due to the approval of the rezoning request would constitute spot zoning. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

Discussion – Addition of Half-Way House into C-2 Zoning District as a “Use Permitted as a Special Exception”; Addition of Definition of Half-Way Houses - Staff requested that the City of Winchester's Zoning Ordinance be review and discussed to determine if the addition of “boarding houses” to the “use permitted as a special exception” in a C-2 zoning district should be allowed. No action on this was required, however, the following are the items that are to be brought back before the Planning Commission as discussion in June:

1. Half-way house definition.
2. Half-way house being added to “Use Permitted As A Special Exception” in a C-2.
3. Eliminate “boarding houses” in a C-1 zoning district.k

Discussion – Todd Hindman – Franklin County Sheriff Department Pistol Range – 420 Willton Circle – Franklin County Property Map 75, Parcel 5.09 - Todd Hindman, Franklin County Sheriff Department, presented his request for the Sheriff Department to be allowed to build and outdoor pistol range. The Franklin County Sheriff Department is in a I-2 zoning district. We have no regulations at this time for a pistol range so this is a discussion only. After some discussion, Mr. Ore was asked to research outdoor pistol ranges and return in June with definitions and regulations for the Planning Commission to review. No action was required for this item.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

- A. **Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00 - Certificate of Occupancy will not be issued until outstanding issues have been resolved.**
- B. **Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00 - A building permit was issued and construction started. Permit 13.00007(P13-17205). Certificate of Occupancy will not be issued until outstanding issues have been resolved.**

Mayor Terry Harrell made the motion to adjourn the regular meeting of the Winchester Municipal-Regional Planning Commission at 7:20 p.m. Councilman Wayne Hart seconded the motion. All members present voted in favor of adjournment.

Warren R. Christensen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

**June 17, 2013
5:30 p.m.**

Members Present

**Donnie Worley, Chairperson
Warren Christiansen, Secretary
Dr. Richard Bagby
Councilman Wayne Hart**

Members Absent

Mayor Terry Harrell

Others

**Tom Ore
Pat Sanders
Diana Cox
C. Bruce Spencer
Kurt Johnson
Jan Tavalin**

The regular June 17, 2013, meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Chairman Donnie Worley.

The minutes for the May 20, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Councilman Wayne Hart made the motion to approve the minutes as presented. Dr. Richard Bagby seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Minor Division of Property Plats Review and Approval – Roy T. Crownover Industrial Park – Creasman Drive – Phillip Stewart/Winchester Utilities – Franklin County Property Map 75, Parcels 8.11/8.16 - Kurt Johnson, representing Winchester Utility System and Phillip Stewart, submitted two minor division of property plats for review and approval. The intentions for the two divisions are to “swap” land between the two landowners. The tract that belongs to Mr. Stewart presently does not front Creasman Drive. With the approval of the minor division of property, Mr. Stewart’s tract will have road frontage of approximately 482 feet. The tract the Winchester Utility is receiving is at the back of the property and will be joined to their existing property. The two plats are in compliance. Dr. Richard Bagby made the motion to approve the plats as submitted. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Discussion – Amending Winchester Zoning Ordinance

- A. **Transitional Homes: (Halfway Houses):** The definition of transitional homes (halfway houses) and adding of text in the C-2 zoning district regulations under Article V, Section 5.052.2.C. “Uses Permitted as Special Exceptions” was discussed. Dr. Richard Bagby

made the motion to recommend to the Winchester City Council the following as an addition to the Winchester Zoning Ordinance:

Article II, Section 2.020 Definitions:

Transitional Home (halfway houses): A home used for the purpose of rehabilitating persons from correctional facilities, mental institutions and alcoholic and drug treatment centers and operated by a public or private agency duly authorized and licensed by the state, which agency houses individuals being cared for by the agency to be capable of living and functioning in a community and which provides room and board in addition to continuous professional guidance.

And the C-2 Highway Service District

Article V, Section 5.052.2.C Uses Permitted as Special Exceptions:

7. Transitional Homes. In addition no transitional homes shall be allowed to be sited closer than 500 feet from schools, day care centers, residential zoning districts or other transitional homes.

Warren Christiansen seconded the motion. All members present voted in favor of said motion.

- B. Shooting Ranges: The definition of pistol ranges and adding text in the I-2 zoning district regulations under Article 5.053.2.C "Uses Permitted as Special Exceptions" were discussed. Dr. Bagby made the motion to recommend to the Winchester City Council, the suggested definition and text with some modification. After some discussion, the lack of information concerning the actual type of weapons that will be used, the actual days and hours that the facility will be utilized, and the liability that the City might incur in approving this request, Dr. Bagby withdrew his motion. Councilman Wayne Hart made the motion to table this item until information on the type of range that will be built, the type of weapons to be used, the hours of operation and the liability to the City of Winchester was available. Dr. Bagby seconded the motion to table. All members present voted in favor of said motion.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

A. Final Subdivision Plat – Shirley Heirs – Hospital Road – Franklin County Property Map 76H, Group C, Parcel 1.00

Mr. Brian Shirley has sent the money requested by Winchester Utilities to install the sewer. Mr. Tim Solomon with the Winchester Utilities confirmed on June 13, 2013 that sewer has been installed.

B. Site Plan Review and Approval – Dr. Jolanta Szczarkowska/Brant McGill – Hospital Road – Part of Franklin County Property Map 76H, Group C, Parcel 1.00

Revised plans were received October 25th which addressed most concerns. St. John Engineering has requested the landscaping plan, stormwater pollution prevention plan, notice of coverage, and easements from the property owner. A building permit was issued and construction started. Permit 13.00007(P13-17205). Certificate of Occupancy will not be issued until outstanding issues have been resolved.

Issues have been resolved.

C. Site Plan Review and Approval of Addition – Advanced Machine – Crownover Industrial Park – 119 Creasman Drive – Todd Stovall – Franklin County Property Map 75, Parcel 8.13

The following are the two items left for approval:

1. An email from the engineer stating whether a SWPPP is necessary.
2. Drainage calculations being emailed to the Codes Office to be distributed.

Mr. Kenny Sadler, engineer with Sadler & Associates, sent an email on June 4, 2013, with the calculations and a statement that .89 acres was all that will be disturbed and a SWPPP and Notice of Coverage from TDEC will not be required.

D. Preliminary Subdivision Plat and Abandonment of Aviation Drive – Winchester Airport Authority – 420 Aviation Drive – Franklin County Property Map 66, Parcel 31.01; Map 76, Parcel 7.02; Map 76, Parcel 7.07; Map 76, Parcel 8.02

The following items are to be satisfactorily addressed before they can receive preliminary approval:

1. Plat be labeled as Preliminary Plat for Aviation Drive Relocation (Sheets 1 and 2).
2. Three (3) copies of plats be submitted, stamped by a surveyor or engineer.
3. Boundary lines by bearing and distances as required by the checklist are not shown on the plat.
4. Delineation of flood zone areas including the floodway and floodway fringe area based on the 100-year regulatory flood elevations as applicable be shown on the plat, or a statement that the property does not lay in a designated flood zone be added. The governing FEMA flood map should be cited.
5. Plats to be dated.

6. A drainage plan be submitted along with drainage calculations for review by the City Engineer to show that the post development peak run-off quantities will be less than or equal to the pre-development peak runoff quantity for a 25 year storm event.
7. List the current zoning classification on the plat.
8. A road construction plan and sewer/water plan shall be submitted for review. Note that final approval for sewer/water plans are to come from the State of Tennessee.
9. A SWPPP shall be filed with the Planning Commission prior to Preliminary Plat approval.

Warren Christiansen made the motion to adjourn the Winchester Municipal-Regional Planning Commission meeting at 6:21 p.m. Dr. Richard Bagby seconded the motion. All members present voted in favor of adjournment.

Warren R. Christiansen

SIGNATURE

8 April 2014

DATE

**NO MEETING FOR THE
WINCHESTER
MUNICIPAL-REGIONAL
PLANNING
COMMISSION
ON
JULY 15, 2013**

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

August 19, 2013

5:30 p.m.

Members Present

Donnie Worley, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Dr. Richard Bagby

Others

Tom Ore
Pat Sanders
Diana Cox
Beth Rhoton
Lisa Clark
C. Bruce Spencer
Kurt Johnson
Chief Gary Greeson
Jan Tavalin
John Scarborough
Carr Scarborough
Zach Colescott
Jarrold Sides
Ray Bhakta

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Chairman Donnie Worley.

The minutes for the June 17, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Councilman Wayne Hart made the motion to approve the minutes as presented. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Site Plan Review – Best Western Motel – 1602 Dinah Shore Blvd. – Ray Bhakta – Property Map 65D, Group C, Parcel 01.03 - Kurt Johnson representing Mr. Ray Bhakta, owner of the Best Western Motel, submitted a site plan for review and approval. Mr. Bhakta is proposing to construct an addition to the lobby area at the request of the Best Western franchise headquarters. A variance was granted by the Board of Zoning Appeals at the regular meeting on April 15, 2013. This variance allowed the north side of the building to be within 20.98 feet and the south side of the building to be within 32.64 feet of the Dinah Shore Boulevard. The proposed addition to the front of the existing building is 1,071 square feet. This addition is located in a flood fringe area as defined by FEMA. Construction in a flood fringe area is allowed subject to certain restrictions including the requirement that the Finished Floor Elevation (FFE) be located

at least one foot above the base flood elevation. The base flood elevation is 910.50 and the floor elevation is noted on the plat as 912.50. Mayor Terry Harrell made the motion to approve the site plan as presented with the requirement that a Flood Elevation Certificate at the end of construction be submitted to Winchester Codes Department for FEMA records. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

OLD BUSINESS

Discussion – Shooting Range – Franklin County Sheriff's Department - Sheriff Tim Fuller withdrew the request for a shooting range that was to be located at the Sheriff's Department on Wilton Circle. Adjoining property owner, John Scarborough, spoke to the Planning Commission about his concerns of the shooting range causing a decrease in the value of his property. Mr. Scarborough felt the Sheriff's Department needed a shooting range, but a soundproof indoor range was safer for everyone. Zachery Colescott, resident of Cypress Point, also addressed the Planning Commission with his opposition to the gun range. No action was necessary.

Status Report – Previous Conditionally Approved Agenda Items

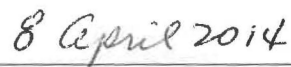
A. Preliminary S/D Plat and Abandonment of Aviation Drive – Franklin County Property Map 66, Parcel 31.01; Map 76, Parcel 7.02; Map 76, Parcel 7.07; Map 76, Parcel 8.02

Item 1 – The abandonment of Aviation Drive was approved by the Winchester City Council at their July 9, 2013 meeting.

Item 2 – A preliminary subdivision plat was submitted for review and approval by PDC Consultants LLC at the May 20, 2013 meeting. A preliminary plat was required due to the installation of utilities. A final plat is to be submitted to the Planning Commission for approval after construction is completed. Zachery Colescott, Winchester Municipal Airport Manager, informed the Board that the bid opening is to be on Wednesday, August 21, 2013. Construction should commence by the middle of or by late September. The four projects are approved for \$3 million plus (\$500,000 Federal; \$2.8 million State) grants with any balance necessary locally provided.

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal-Regional Planning Commission meeting at 5:48 p.m. Councilman Wayne Hart seconded the motion. All members present voted in favor of adjournment.


SIGNATURE


DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

**September 16, 2013
5:30 p.m.**

Members Present

**Donnie Worley, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart**

Members Absent

Dr. Richard Bagby

Others

**Tom Ore
Pat Sanders
Diana Cox
Thomas M. Ore
Lisa Clark
Howard Williford
Jan Tavalin**

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Chairman Donnie Worley.

The minutes for the August 19, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Minor Division Property Plat Review and Approval – Carl & Leatha Syler – 408 South Jefferson St. Property – Map 75C, Group D, Parcel 9 - Thomas M. Ore, Thomas M Ore Land Surveying and Engineering Services, submitted a minor division of property plat for review and approval. A small parcel (0.09 acres) shown as Lot 2 on the submitted Minor Division Survey is to be separated from the Syler property, and conveyed and joined with the Williford property that lies to the southeast. The submitted plat meets the checklist requirements. The drive existing from South Jefferson Street to the back alleyway will remain as is on the Syler property. Mayor Terrell Harrell made the motion to approve the plat as presented. Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Notes:

1. The parcel being separated does not meet the Zoning Resolution requirements for a buildable lot; the plat addresses this fact, and states that the parcel being divided off does not constitute a buildable lot.
2. There is an existing shed on the parcel being conveyed; as located the shed currently meets setback requirements, but after the new parcel is carved off, the shed would end up lying less than two feet from the newly created property line. Note Number 2 on the plat addresses this and states that the shed will be relocated. The shed rests on concrete blocks, and so it should be easily moved.

Abandonment of Right-Away – David & Cile Alexander – Keller St Alley - Property Map 75C, Group C, Parcel 12 - This application has been withdrawn by the applicants.

OLD BUSINESS

Status Report – Previous Conditionally Approved Agenda Items

A. Preliminary S/D Plat and Abandonment of Aviation Drive – Franklin County Property Map 66, Parcel 31.01; Map 76, Parcel 7.02; Map 76, Parcel 7.07; Map 76, Parcel 8.02

The preliminary plat submittal package has been conditionally approved, subject to the following:

1. Plat be labeled as Preliminary Plat for Aviation Drive Relocation (Sheets 1 and 2).
2. Three (3) copies of plats be submitted, stamped by a surveyor or engineer.
3. Boundary lines by bearing and distances as required by the checklist are not shown on the plat.
4. Delineation of flood zone areas including the floodway and floodway fringe area based on the 100-year regulatory flood elevations as applicable be shown on the plat, or that a statement the property does not lay in a designated flood zone be added. The governing FEMA flood map should be cited.
5. Plats to be dated.

6. A drainage plan be submitted along with drainage calculations for review by the City Engineer to show that the post development peak run-off quantities will be less than or equal to the pre-development peak runoff quantity for a 25 year storm event.
7. List the current zoning classification on the plat.
8. A road construction plan and sewer/water plan shall be submitted for review. Note that final approval for sewer/water plans are to come from the State of Tennessee.
9. A SWPPP shall be filed with the Planning Commission prior to Preliminary Plat approval.

Revised engineering plans have been submitted by PDC, the consulting engineering group that is working on the Airport improvement design. The revised plans are currently under staff review.

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal Regional Planning Commission meeting at 5:36p.m. Councilman Wayne Hart seconded the motion. All members present voted in favor of adjournment.

Warren R. Christensen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

October 21, 2013

5:30 p.m.

Members Present

**Donnie Worley, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Councilman Wayne Hart
Dr. Richard Bagby**

Others

**Tom Ore
Pat Sanders
Diana Cox
Kurt Johnson
Lincoln Northcutt
C. Bruce Spencer
David Cowan
Chief Gary Greeson
Jan Tavalin**

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:37 p.m. by Chairman Donnie Worley.

The minutes for the September 16, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Dr. Richard Bagby made the motion to approve the minutes as presented. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Minor Division Property Plat Review and Approval – 115 North High Street – David Cowan – Property Map 65N, Group U, Parcel 26.00 - David Cowan, property owner, submitted a minor division of property plat for review and approval. The plat divides the building at 115 N. High Street and 117 N. High Street into two separate parcels. A previous action in 2009 divided 119 N. High Street (northern part of the building) from the original building. The property is zoned C-1, with no setback requirements, and the proposed division follows existing interior walls. At the time of renovation Mr. Cowan put the required fire walls between each division so his structure meets all fire codes. Dividing this existing building into three parcels using the interior walls as the property line caused a discrepancy with the middle building. It fronted the public road only 24.41 feet. At the Board of Zoning Appeals of October 21, 2013, Mr. Cowan was granted an approximately seven (7) inch variance so approval of the minor division could be granted. Mr. Cowan plans to sell all three parcels. Mayor Terry Harrell made the motion to approve the minor division of property as presented. Warren Christiansen seconded the motion. All members present voted in favor of said motion.

Minor Division of Property Plat Review and Approval – State of TN – North High St. – Property Map 65G Parcel – No parcel tax exempt

- The State of Tennessee through its agent, Lincoln Northcutt of Northcutt Surveying, submitted a minor division of property plat for review and approval. The State of Tennessee owns property at the end of N. High Street and continues around the Tims Ford Lake shoreline and ends at N Jefferson St. and 12th Avenue N. W. On the small tract at the end of N. High Street is an office building that the State of Tennessee gave to TWRA which they have renovated. The other tract (3.04 acres) which is the tract that follows the shoreline has a metal mechanical building located on it at the end of N. Jefferson Street. Mayor Terry Harrell made the motion to approve the minor division of property plat with the following being satisfactorily addressed:

1. The plat is to be titled “Minor Division North Jefferson Street/State of Tennessee”
2. The exact location and width of the drainage easement crossing the northwest portion of the property, running from Boiling Fork Estates Subdivision across the property to the lake be noted on the plat.
3. A FEMA flood statement, including map number be provided. Delineation of floodway and/or flood fringe areas on this site (if any) should be identified.
4. Show the general location of water and sewer lines on the plat. There is an “approximate utility easement” shown on the plat. This should be relabeled as to the type of line in the easement.
5. The removal of “Hill Street” and the words add “private drive”.

Councilman Wayne Hart seconded the motion. All members present voted in favor of said motion.

Approval of 2014 Planning Commission/BOZA Calendar - The calendar for the deadlines, staff reviews, and meeting of the Winchester Municipal-Regional Planning Commission and Board of Zoning Appeals was submitted for approval. Warren Christiansen made the motion to approve the calendar as presented. Dr. Richard Bagby seconded the motion. All members voted in favor of said motion.

OLD BUSINESS

Amendment to Sign Ordinance - At the August 19, 2013, meeting of the Board of Zoning Appeals the Downtown Design Review Committee submitted amendments to the Overlay District Sign Ordinance. The Planning Commission gave a favorable recommendation to the Winchester City Council, asking also that they address the issue of signs for more than one business to a parcel. The City Council passed the first reading of the amendment. At the second reading of the amended Sign Ordinance, the City Council did not vote to approve but referred the Ordinance back to the Planning Commission with concerns of (1) Definition of signs, (2) Assigning the person responsible for overseeing who is to receive the signs in multiple businesses per one parcel and etc. Warren Christiansen made the motion to return this amendment to the Design Review Committee for reevaluation and resubmittal. Councilman Wayne Hart seconded the motion. All members voted in favor of said motion.

Status Report – Previous Conditionally Approve Agenda Items

- A. Preliminary S/D Plat and Abandonment of Aviation Drive – Franklin County Property Map 66, Parcel 31.01; Map 76, Parcel 7.02; Map 76, Parcel 7.07; Map 76, Parcel 8.02 - Complete**

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal-Regional Planning Commission at 6:19 p.m. Councilman Wayne Hart seconded the motion. All members voted in favor of adjournment.

Warren R. Christensen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

November 18, 2013

5:30 p.m.

Members Present

Donnie Worley, Chairperson
Warren Christiansen, Secretary
Mayor Terry Harrell
Dr. Richard Bagby

Member Absent

Councilman Wayne Hart

Others

Tom Ore
Pat Sanders
Diana Cox
Beth Rhoton
Harold Seagroves
C. Bruce Spencer
C. Gene Snead Jr
Marshall Hawkins
Jan Tavalin

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:30 p.m. by Chairman Donnie Worley.

The minutes for the October 21, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Mayor Terry Harrell made the motion to approve the minutes as presented. Warren Christiansen seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Site Plan Review and Approval – Advanced Financial – Harold Seagroves – Decherd Boulevard (Highway 41-A) – Map 55, Parcel 35.06 - The applicant, Harold Seagroves, agent and partner for PMST Properties, presented a site plan for a commercial building on the remaining Walmart out parcel between the Murphy Oil Station and Poultry Electric. The plan shows a 5,000 square foot building and a parking lot with 39 spaces. The building is two 2,500 square foot units and one of the units will be occupied by Advanced Financial, primary tenant. The developers are searching for a tenant to occupy the other unit. The property is zoned C-2 and the stated use is in compliance with the permitted uses in a C-2 zoning district. The request for a curb cut onto U. S. Highway 41-A and Sharp Springs Road was discussed. TDOT had written an email concerning the curb cuts. (Attached) The email stated that a cut onto Sharp Springs Road is forbidden but they would study the request for the cut onto U. S. Highway 41-A. TDOT has not responded with their findings as of yet. In the past, two separate businesses requested approval of a site plan to build on that parcel but withdrew since they could not get approval for the curb cut onto the Decherd Boulevard. Mayor Terry Harrell made the motion to approve the site plan subject to all thirteen comments being satisfactorily addressed and to make number nine a requirement that the island be raised so that it would be a deliberate right-in and right-out. The comments are as follows:

- (1.) The setbacks listed on the site plan are incorrect for a C-2 zone. The correct setbacks must be noted on the site plan.
- (2.) The number of exterior lights to be noted.
- (3.) A dumpster pad is shown on the site plan but Note 1 on Sheet C2.1 indicate that no dumpster is to be installed. The plan must clarify if a dumpster is to be provided.
- (4.) The proposed building dimensions to be indicated on the plan.
- (5.) The intended signage to be indicated on the plan.
- (6.) It appears that greater than 1 acre of ground may be disturbed by the construction on this site. A SWPPP is required to be filed with the State and a copy of the State approval notice is to be filed with the Planning Commission. Note a limit of disturbance line on the site plan.
- (7.) The site plan indicates that the parking spaces are laid out to be at 90 degree angles to traffic flow in the lot. For this type of parking space layout, the required dimension of each space is 10' wide by 20 feet long. The site plan has the spaces dimensioned at 9' x 18'.
- (8.) The site plan shows a right turn entrance and exit onto U. S. Highway 41-A. A copy of the approved curb cut is to be filed with the Planning Commission.
- (9.) If TDOT approves the request for a deliberate curb cut onto U. S. Highway 41-A, the developer is required to construct a raised island between the entrance and exit lanes at U. S. Highway 41-A to make a right exit and right entrance, only.
- (10.) The sewer tap to the building is shown on the plan as dropping into an existing manhole near the northeast corner of the lot. According to Winchester Utilities, this manhole is a legacy and is no longer used. The sewer connection is to be shown to be connected to the existing Winchester 8" line to the West of this parcel.
- (11.) The detail shown on the plan for the handicapped parking sign is to be corrected to include a van-accessible sign.
- (12.) There is a discrepancy between the dimensions shown for the riprap pad on Sheet C3.1, and the detail for the pad shown on Sheet C4.1, which is to be corrected.
- (13.) The construction entrance shown on the plans is to be uniformly fifty (50) feet long.

Dr. Richard Bagby seconded the motion. All members voted in favor of said motion except for Warren Christiansen and he voted "nay".

Certification of Hours for Training – Pat Sanders - Mr. Pat Sanders, a staff member of the Winchester Municipal-Regional Planning Commission and Winchester Board of Zoning Appeals, submitted hours of training that he had received at the 2013 Annual Building Official Conference held in Gatlinburg, Tennessee during April 29, 2013 and May 1, 2013 for review and approval. He is required by *Tennessee Code Annotated* 13-3-101, 13-4-101, and 13-7-205 to have eight hours of training as a staff member. He submitted eleven hours for approval. Warren Christiansen made the motion to approve the hours as submitted as staff training. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

OLD BUSINESS

Sign Ordinance – Overlay District - At the October 21, 2013, Planning Commission meeting, the DRC was charged to revise the language for the proposed changes to the sign ordinance for the Downtown Overlay District. The DRC at their November meeting amended the language as requested. The DRC has submitted their amendment to the sign ordinance for Planning Commission review and approval. Warren Christiansen made the motion to recommend to the Winchester City Council the amendment to the sign ordinance. Dr. Richard Bagby seconded the motion. All members present voted in favor of said motion.

Status Report – Previous Conditionally Approved Agenda Items

A. Minor Division Property Plat Review and Approval – State of TN – North High St. – Property Map 65G, Parcel – No parcel – tax exempt

The State of Tennessee, through its agent, Northcutt Surveying, divided a portion of its property at the end of North High Street. For full approval staff recommends that the following be satisfactorily addressed:

1. The plat be titled Minor Division North Jefferson Street/State of Tennessee
2. The exact location and width of the drainage easement crossing the northwest portion of the property, running from Boiling Fork Estates Subdivision across the property to the lake be noted on the plat.
3. A FEMA flood statement, including map number, be provided. Delineation of floodway and/or flood fringe areas on this site (if any) to be identified.
4. General location of water and sewer lines be shown on the plat. There is an "approximate utility easement" shown on the plat. This is to be relabeled as to the type of line in the easement.
5. Removal of the name of Hill Street from the plat – not a City street.

As of this date this item is incomplete.

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal-Regional Planning Commission meeting at 6:43 p.m. Dr. Richard Bagby seconded the motion. All members present voted in favor of adjournment.

Warren R. Christiansen
SIGNATURE

8 April 2014
DATE

WINCHESTER MUNICIPAL-REGIONAL PLANNING COMMISSION

Minutes

December 16, 2013

5:30 p.m.

Members Present

Warren Christiansen, Secretary
Mayor Terry Harrell
Dr. Richard Bagby
Councilman Wayne Hart

Member Absent

Donnie Worley, Chairperson

Others

Tom Ore
Thomas M. Ore
Wheeler Walker
Beth Rhoton
Kurt Johnson
AnnMarie Basarabi
Mary G. Walker
C. Bruce Spencer
Lisa Clark

The regular meeting of the Winchester Municipal-Regional Planning Commission was called to order at 5:35 p.m. by Secretary Warren Christiansen.

The minutes for the November 18, 2013, regular meeting of the Winchester Municipal-Regional Planning Commission were presented for review and approval. Dr. Richard Bagby made the motion to approve the minutes as presented. Mayor Terry Harrell seconded the motion. All members present voted in favor of said motion.

NEW BUSINESS

Minor Division – Myers Road – Johnson & Associates – Property Map 55I, Group C, Parcel 4.04 – Mr. Kurt Johnson, representing applicant, R.L. Construction, LLC, presented a minor division plat for Planning Commission approval. Applicant wishes to divide a 100 foot lot on Myers Road into two equal frontage tracts. The tracts are intended to be conveyed to the adjacent property owners, and the plat labels the tracts as non-buildable. Mayor Terry Harrell made a motion to approve the minor division. Dr. Richard Bagby seconded the motion. All members voted in favor of said motion.

New Construction - Southern Tennessee Cardiology – Hwy 41A & Old Mill Rd – St. John Engineering – Part of Property Map 76, Parcel 3.12 – The applicant, AnnMarie Basarabi, representative for Southern Tennessee Cardiology, presented a site plan for a proposed building off Old Mill Road. The building would house medical offices, and would be 3,655 sq. ft. in area on one floor. The current zoning for the property is C-2, and professional services are allowed in this zoning classification. The plan prepared by St. John Engineering, LLC presented for review/approval includes:

Site Layout and Utility Plan

Grading Plan
Erosion Control Plan
Standard Detail Sheets (2)

A staff review on Thursday, December 5 generated the following comments:

1. The parking spaces as proposed do not meet the requirements of the Winchester Zoning Resolution, Article IV, Section 4.015. For ninety degree (90°) parking patterns spaces must be ten (10) feet by twenty (20) feet.
2. The handicapped sign detail should include a van accessible notice.
3. Curbing should be considered along the southern end of the parking lot to stop cars from inadvertently backing into the ditch.
4. The detention basin sides are 2:1 slopes, and are to be finished with either sod or erosion control blankets for stabilization.
5. It is recommended that the engineer verify adequate cover over the HDPE drainage pipe shown on the plans, to meet manufacturer's requirements.
6. It is requested that the engineer verify the labeling of the two contours shown in the parking lot on the north side of the building.

Mrs. Basarabi agreed with the changes that need to be made including number three (3). Mayor Terry Harrell made a motion for site plan approval subject to the satisfactory addressing of the six (6) comments. Dr. Richard Bagby seconded the motion. All members voted in favor of said motion.

New Construction/ Addition to Russell Barnett Chevrolet – 1981 Cowan Hwy Robertson-Vaughn – Property Map 76, Parcel 2.00 & 2.01 – Mr. Thomas M. Ore, Land Surveying and Engineering Services, presented a site plan for an addition to the Russell Barnett Chevrolet building at the corner of the Winchester By-Pass Road and the Cowan Highway (US 41-A). The property is zoned C-2, and the intended use of the proposed addition is to add service bays to the existing building. The addition would be 1,615 sq. ft.

Dr. Richard Bagby made a motion to approve the site plan as presented and discussed. Mayor Terry Harrell seconded the motion. All members voted in favor of said motion.

OLD BUSINESS

Assisted Living Facilities Discussion

The discussion held in the November 2013 BOZA meeting resulted in the recommendation that the Zoning resolution be changed so that Assisted Living Facilities would be allowed as a use permitted by Special Exception in a C-2 (Highway Service District) zone. There is already a definition in the Zoning Resolution to cover these types of Medical Facilities:

Convalescent, Rest or Nursing Home: A health facility where persons are housed and furnished with meals and continuing nursing care for compensation.

Staff recommends the following change to Section 5.052.2, C: Uses Permitted as Special Exceptions:

Current Wording:

Uses Permitted as Special Exceptions:

In the C-2, Highway Service District, the following uses and their accessory uses may be permitted as special exceptions after review and approval in accordance with ARTICLE VII, Section 7.060.

1. Travel trailer parks and overnight campgrounds.
2. Planned developments as regulated in ARTICLE IV, Section 4.070.
3. Limited manufacturing activities as defined in Section 2.020.
(Added by Ordinance No. 512, April 2, 1981)
4. RESERVED.
(Added by Ordinance No. 728, May 12, 1998)
(Deleted by Ordinance No. 949, June 27, 2012)
5. Adult oriented establishments.
(Added by Ordinance No. 775, May 8, 2001)
6. Day nursery.
(Added by Ordinance No. 932, September 13, 2011)
7. Transitional Homes (Halfway Houses) as defined in Section 2.020.

Proposed New Wording:

Uses Permitted as Special Exceptions:

In the C-2, Highway Service District, the following uses and their accessory uses may be permitted as special exceptions after review and approval in accordance with ARTICLE VII, Section 7.060.

1. Travel trailer parks and overnight campgrounds.
2. Planned developments as regulated in ARTICLE IV, Section 4.070.
3. Limited manufacturing activities as defined in Section 2.020.
(Added by Ordinance No. 512, April 2, 1981)
4. RESERVED.
(Added by Ordinance No. 728, May 12, 1998)
(Deleted by Ordinance No. 949, June 27, 2012)

5. Adult oriented establishments.
(Added by Ordinance No. 775, May 8, 2001)
6. Day nursery.
(Added by Ordinance No. 932, September 13, 2011)
7. Transitional Homes (Halfway Houses) as defined in Section 2.020.
8. Assisted Living Facility, Convalescent, Rest or Nursing Homes

Tom Ore presented definition changes for the assisted living and also recommends adding assisted living to convalescent, rest or nursing home definition. Mayor Terry Harrell motioned to recommend the changes to C-2 Highway Service District, Article VII, Section 7.060 as discussed. Wayne Hart seconded motion. All members voted in favor of said motion.

Status Report – Previous Conditionally Approved Agenda Items

State of Tennessee -

The following comments require correction prior to full approval:

- 1) The plat be titled Minor Division North Jefferson Street/State of Tennessee **COMPLETE**
- 2) The exact location and width of the drainage easement crossing the northwest portion of the property, running from Boiling Fork Estates Subdivision across the property to the lake be noted on the plat. **COMPLETE**
- 3) A FEMA flood statement, including map number be provided. Delineation of floodway and/or flood fringe areas on this site (if any) should be identified.
COMPLETE
- 4) General location of water and sewer lines be shown on the plat. There is an “approximate utility easement” shown on the plat. This should be relabeled as to the type of line in the easement. **COMPLETE**
- 5) Removal of the name of Hill Street from the plat – not a City street. **COMPLETE**

This item is now complete.

Advanced Financial –

No changes or updates at this time. Building permits will not be issued until all areas resolved.

Mayor Terry Harrell made the motion to adjourn the Winchester Municipal-Regional Planning Commission meeting at 6:05p.m. Councilman Wayne Hart seconded the motion. All members voted in favor of said motion.

Warren R Christensen

SIGNATURE

8 April 2014

DATE