



Planning Commission & BOZA Order of Business November 13, 2023 Minutes

ORDER OF BUSINESS

- 1) **Called to Order:** 7:01 pm
- 2) **Roll Call:** Present: Planning commission: Gene Hannah, Melissa McWright, Randy Howington, Jason Picanzo, Bill Herbert. Absent: John Louallen. BOZA: Mike Russell present. Absent: Hope Tinsley, Stephanie Paquette, Samantha Howington, Collin McMullin. Also present: Jessica Hill, GNRC, Martha Brooke Perry, Attorney and Tina Morehead, Recorder.
- 3) **Minutes of the Previous Meetings Approval and/or Correction:** October 9, 2023
Motion to approve previous minutes and waive reading by Bill Herbert; seconded by Jason Picanzo. Vote: All present in favor; motion carried.
- 4) **Announcements from the Planning Commission Chairman:** None
- 5) **Reports from other Planning Commission members and/or other Town Officers:** None
- 6) **Hearing of person(s) having business with the Commission:** None
- 7) **OLD BUSINESS:**
7.1 Garage with bonus room at 5520 Riverview Dr. (applicant was not at Oct. meeting to answer questions. Emailed planner notes and recommendations to him on Oct. 10, 2023)
Applicant not at meeting. A new site plan was submitted and done by a surveyor. It shows the flood zone still cutting through proposed garage. The base elevation of the garage is 525.87 feet while the base flood elevation (berm) is 525 feet so the garage is out of the floodway. There are still some unanswered questions that the planner would like to look into so Gene Hannah asked for a motion to defer. Motion to defer by Bill Herbert; seconded by Jason Picanzo. Vote: All present in favor; motion carried.
- 8) **NEW BUSINESS:**
8.1 Pole barn at 6049 Marijay Dr.—Jeffrey Bledsoe
Mr. Bledsoe would like to build a pole barn. Applicant is requesting a gravel drive to pole barn. The property does not have the road frontage for an additional drive. The drive will need to come off the original drive to existing house. Site plan will need to show utility locations and setbacks. Also need size of existing buildings and proposed pole barn on the site plan. Motion to approve pole barn with contingencies met by Randy Howington; seconded by Jason Picanzo. Vote: All present in favor; motion carried.

8.2 Leonard McKeand would like to transfer a small piece of his property to the MarkAmmons and have the property line adjusted. Jessica, planner, stated that the address of the existing property, the barn with setbacks and a hook-line through the old property line be added to the new site plan. Motion to approve with these additions by Bill Herbert; seconded by Randy Howington. Vote: All present in favor; motion carried.

8.3 Jacqueline Telford would like to vacate plat. Property was divided to give her son lot to build on. He is not building on this lot and she would like to have back as one lot as originally platted.

Jessica, planner, requested an updated site plan with the request on the new site plan to vacate the property line. Vacate superceeds previous plat. Motion to approve with line removed on new site plan by Jason Picanzo; seconded by Melissa McWright. Vote: All present in favor; motion carried.

8.4 Joint Training with Board of Zoning Appeals

Training presented by Jessica Hill with GNRC and Martha Brooke Perry, town attorney. BOZA only had one member present so they did not have a quorum but the member did stay for the training. Present: Mike Russell. Absent: Hope Tinsley, Samantha Howington, Stephanie Paquette, Collin McMullin.

Jessica Hill, planner, went over the rules and regulations that each board would be expected to follow and the possible legal aspects that each situation could present. The planner reviews plans and plats and advises of any changes needed in order to comply with the towns zoning regulations and building codes. BOZA reviews and makes decisions on special exceptions, zoning changes and variances. The decisions by BOZA let the applicant know if any changes are to be made on a case by case basis as long as requirements are met.

Martha Brooke Perry, city attorney, stated that the planning commission needed to update their by-laws and that BOZA needed to establish by-laws as none could be found. She stated that public records obtained must be by a Tennessee citizen. Work and personal emails and text need to be kept separate. Do not hit "reply all" on emails and do not send group text. All Government meetings must be public and not discussed until the meeting has been called to order.

9) **Adjournment:** 9:14 pm

Motion to adjourn by Melissa McWright; seconded by Randy Howington. Vote: All present in favor; motion carried.

Gene Hannah, Chairman

Melissa McWright, Secretary

Date