

**Town of Thompson's Station
Municipal Planning Commission
Meeting Agenda
July 25, 2017**

Meeting Called To Order

Pledge Of Allegiance

Minutes-

Consideration Of The Minutes Of The June 27, 2017 Meeting

Documents:

[06272017 MINUTES.PDF](#)

Public Comments-

Town Planner Report

New Business:

1. Amendments To The Land Development Ordinance - Sign And Hillside Standards (Zone Amend 2017-005)

Documents:

[ITEM 1 STAFF REPORT LDO AMENDMENTS.PDF](#)

[ITEM 1 SIGN STANDARDS.PDF](#)

[ITEM 1 RIDGELINE AND HILLTOP MAP.PDF](#)

2. Update To The Planning Commission By-Laws

Documents:

[ITEM 2 UPDATE TO PC BY LAWS.PDF](#)

[ITEM 2 DRAFT BY LAWS.PDF](#)

Adjourn

*This meeting will be held at 7:00 p.m. at the Thompson's Station Community Center
1555 Thompson's Station Rd West*

Minutes of the Meeting
of the Municipal Planning Commission
of the Town of Thompson 's Station, Tennessee
June 27 , 2017

Call to Order:

The meeting of the Municipal Planning Commission of the Town of Thompson's Station was called to order at 7:00 p.m. on the 27rd day of June, 2017 at the Thompson's Station Community Center with the required quorum. Members and staff in attendance were: Chairman Jack Elder; Vice Chairman Mike Roberts; Commissioner Shaun Alexander; Commissioner Debra Bender; Commissioner Sarah Benson; Alderman Ben Dilks; Commissioner Trent Harris; Town Administrator Joe Cosentini; Town Planner Wendy Deats; Town Attorney Todd Moore and Town Clerk, Jennifer Jones. Aldermen Dilks was unable to attend.

Pledge of Allegiance.

Minutes:

The minutes of the May 23, 2017 meeting were previously submitted.

Commissioner Benson moved for approval of the May 23rd, 2017 meeting minutes. The motion was seconded and carried unanimously.

Public Comment:

None.

Town Planner Report:

None

Unfinished Business:

None

New Business:

1. **Request to amend the Town's Land Development Ordinance to permit golf courses by a special exception within the D1 zoning district; to zone 572.77 acres as D1 zoning and 114.15 acres as D3 zoning; and to rezone 141 acres of Transect Community (TC) to D1 zoning (Zone Amend 2017-003; Rezone 2017-003).**

Item Deferred by Applicant

2. **Request for a Reduction of Sureties for Section 5A in Bridgemore Village (FP 2016-006).**

Mrs. Deats reviewed her report and Staff recommends that the Planning Commission reduce surety for roads, drainage and erosion control from \$245,000 to \$175,000 and reduce the sewer surety from \$196,000 to \$149,000 which shall include automatic renewal annually.

After discussion, Commissioner Roberts made a motion to approve and accept Staff's recommendation to reduce surety for roads, drainage and erosion control from \$245,000 to

\$175,000 and reduce the sewer surety from \$196,000 to \$149,000 which shall include automatic renewal annually. The motion was seconded and carried by all.

3. Specific Plan Amendment for Forrest Landscaping to modify the concept plan to permit the installation of a monument sign located at 1748 Lewisburg Pike (CP 2017-003).

Mrs. Deats reviewed her report and Staff recommends that based on previous Planning Commission approvals for nonresidential land uses, that the Planning Commission make a recommendation to the Board of Mayor and Aldermen to approve the installation of a monument sign with a maximum height of eight feet and 80 square feet of sign area including sign base.

After discussion, Commissioner Roberts made a motion to make a recommendation to the Board of Mayor and Aldermen to approve the installation of a monument sign with a maximum height of eight feet and 80 square feet of sign area including sign base. The motion was seconded and carried by all.

There being no further business, Commissioner Benson made a motion to adjourn. The motion was seconded and the meeting was adjourned at 7:07 p.m.

Jack Elder, Chairman

Attest:

Sarah Benson, Secretary

Thompson's Station Planning Commission
Staff Report – Item 1 (File: Zone Amend 2017-005)
July 25, 2017
Land Development Ordinance Amendments

PROJECT DESCRIPTION

These are staff initiated amendments of the Land Development Ordinance.

PROPOSED REVISIONS

Section 1.3 Definitions (page 13). Add a definition for horticulture and plant nursery. Horticulture: The use of land for the growing or production for income of fruits, vegetables, flowers, nursery stock, including ornamental plants and trees.

Plant nursery: An operation for the cultivating, harvesting and sale of trees, shrubs, plants, flowers and other landscape materials.

Section 2.2.3 Residential Subdivision, Workplace Commercial Center (page 26). Use district zoning permits these types of developments depending on location in the Town and proximity to roadways. Table 2.1 permits residential subdivisions in O2, G1 and G2 sectors and workplace and commercial centers in G1 and G2 which conflicts with the language in Section 2.2.3. Therefore, for consistency within the LDO, Staff recommends Section 2.2.3.c be removed.

~~e. A residential subdivision, workplace, or commercial center may be a subdivision unstructured by pedestrian sheds, and shall be permitted only on land within the G2 sector of the General Plan. If a one of these types is to be designated on land that is in another sector, it shall require a General Plan amendment.~~

3.9.23 Street Lighting within Subdivisions. Currently, the LDO does not contain specific standards for street lighting within a subdivision. Therefore, Staff recommends the adoption of language to require the installation of street lights as follows:

The subdivider shall bear the financial responsibility for the original installation costs for the materials and labor for street lighting where it is deemed reasonably necessary by the Town Engineer. Street lighting shall be of such size and specifications as deemed appropriate by the Town Engineer to meet the specific requirements of the subdivision. Street lights shall be installed between the curb and the sidewalk within the grass strip.

In addition, the preliminary plat and final plat checklists located in sections 5.4.3 and 5.4.7 of the LDO shall be updated to include street lights as part of the submittal requirements for plats.

(Note that section 3.9.23 will become 3.9.24)

Section 3.3.7 Hillside and Ridgeline Development (page 31). The regulations currently state that “disturbance, grading and development of natural slopes exceeding 15% including hilltop areas shall be discouraged.” In order to lessen the ambiguity of the code in determining appropriate areas for development on hillsides, the following changes are recommended:

(a.) **Hillside or Steep Slope Development.** The resource inventory map must include a slope analysis that identifies all natural slopes in excess of 15% on the project site and all ridgelines. Disturbance, grading and development of natural slopes exceeding 15% ~~including hilltop areas shall be discouraged.~~ - Any lot exceeding 15% slope shall be governed by this section and any lot that exceeds 15% slope shall be designated as a critical lot. In addition, aAny development that will result in more than 5% critical lots shall require additional preconstruction evaluation including a mass grading plan to be submitted during the preliminary plat phase. Design features such as larger lots may be required to reduce disruption and encourage lots to utilize existing contours reducing overall impacts. All proposed construction on slopes in excess of 15% shall submit engineered foundation and grading plans and an engineering report to address all site specific issues for review and approval by the Town's Engineer or Engineering Consultant prior to the issuance of a building permit. ~~Disturbance, grading and development of a ridgeline shall be discouraged.~~ **Development on slopes exceeding 25% is prohibited.** Slopes exceeding 25% may be counted toward meeting open space requirements.

(b.) **Ridgeline or Hilltop Development.** In order to protect, preserve and minimize impacts on natural ridgelines and hilltops within the Town, the Town has identified these areas on the Ridgeline and Hilltop Protection Area (RPHA) map as shown on Exhibit F. Development within the areas shown on this shall be prohibited except by special exception approval by the BZA pursuant to Section 5.5.4(j). In addition to the criteria set out in 5.5.4(j), any development that is proposed within the RHPA shall also meet the following conditions: (i) have a minimum lot size of five (5) acres; and (ii) no structures within the RHPA may exceed one story and may not exceed 25 feet at its highest point. **RHPA land may counted toward meeting open space requirements.** ~~Any proposal for ridgeline development must be granted a special use exception by the BZA. - Any structures allowed via the special exception process shall be limited to one story and may not exceed 25 feet at the highest point. - Disturbance, grading and development of natural slopes exceeding 25% shall be prohibited.~~

Section 4.17 Sign Standards. See attached draft.

RECOMMENDATION

Staff is requesting the Planning Commission recommend adoption of these amendments to the Land Development Ordinance to the Board of Mayor and Aldermen.

ATTACHMENTS

Draft Sign Standards

Ridgeline and Hilltop Protection Area

4.17 Sign Standards; Purposes and Intent.

This section establishes the standards for the number, size, location and physical characteristics of signs that are visible from the public right-of-way.

The Town finds it necessary for the promotion and preservation of the public health, safety, welfare and aesthetics of the Town for signs to be regulated. The Town also finds: (1) Signs have a direct impact on the image of the community; (2) An opportunity for viable identification of community businesses and institutions should be established; (3) Uncontrolled and unlimited signs result in roadside clutter and the obstruction of views of other vehicles and pedestrians; (4) The right to express noncommercial messages in any zoning district must be protected, subject to reasonable restrictions on size, height, location and number; and (5) Uncontrolled and unlimited signs adversely impact the image and aesthetic attractiveness of the community and thereby undermine economic value and growth.

These regulations are not intended to restrict the content of any signs. However, for purposes of interpretation of this section, non-commercial content or copy may be substituted for commercial content on any otherwise legal sign.

The purposes and intent of this section are as follows:

- (a) Safety. To provide for the safety of vehicular and pedestrian traffic by regulating the number, size, location and other physical characteristics of signs and to allow for effective communication while at the same time, assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of such signs.
- (b) Aesthetics. To regulate signs in a manner that reduces visual clutter and integrates signs with elements of the site and surrounding properties by limiting the size, location, and design of signs so that pedestrians and motorists are able to view buildings, structures, and the natural landscape features of the Town.
- (c) Activities and Services Identification. To allow for signs that clearly identify the market place, community services and the other opportunities provided within the Town.

4.17.1 Definitions.¹ For the purposes of this sign ordinance, the following terms are defined as follows:

Abandoned sign. Any sign and/or its supporting sign structure which remains without a message or placed on a property in conjunction with a particular use, that use having been subsequently discontinued for (1) the period of time provided under T.C.A. § 13-7-208(g) if the use is an industrial, commercial or other business use; or (2) a period of 180 days or more, for all other types of uses.

Auxiliary or Incidental sign. A sign, ~~generally informational~~, that has a purpose secondary to the use of the lot on which it is located, including signs with messages such as "~~no parking~~bakery," "entrancepharmacy," "exit", "loading only", "no trespassing", "no hunting", "phone", "ATM", etc. to provide identification of ancillary or secondary uses.

¹ Ordinance should delete current definitions in section 1.3 and replace them with those listed in 4.17.1.

Awning sign. Any sign attached to, or made part of, an awning.

Bandit sign. Any sign placed within a public right-of-way, public property or on private property that is visible from a public right of way or public property intended to advertise, notify or otherwise communicate any commercial message. Bandit signs shall include lawn signs, snipe signs or any other similar signs.

Banner. Any sign, not including flags as defined herein, made of fabric or other flexible material that is mounted to a pole or otherwise mounted to allow movement caused by wind, or mounted on the ground and supported by poles.

Billboard. Any permanent off-site sign.

~~*Blade sign.* A sign made from rigid material mounted perpendicular to a building wall with one side attached or supported by a device extending from a building wall.~~

Canopy sign. A sign that is attached to a canopy or other covered walkway to commercial uses.

Changeable copy sign. A sign that is characterized by changeable copy, letters, symbols or numbers.

Commercial message. Any wording, logo, symbol, image or other representation that directly or indirectly names, advertises or calls attention to a business, product, service or other commercial activity in order to draw attention to a business.

Directional sign. A permanent sign erected for purposes of identification, direction or public safety.

Display case sign. A glazed enclosure for the display of directories or printed materials.

Electronic message display or electronic sign. Any sign that displays still images, scrolling images or moving images, including video and animation, utilizing a series or grid of lights that may be changed through electronic means, including but not limited to cathode ray, light emitting diode (LED) display, plasma screen, liquid crystal display (LCD), fiber optic or other electronic media or technology.

Elevation. Elevation means the view of the side, front, or rear of a given structure.

Freestanding sign means any sign that is anchored in the ground and that is independent of any building.

Flag means any fabric or bunting containing distinctive colors, patterns or symbols that is used as a symbol of a governmental, commercial or non-commercial entity.

(1) Commercial flag means any flag which displays a commercial message, as defined herein.

(2) Non-commercial flag means any flag not displaying a commercial message, as defined herein.

Hand held sign. A sign that is held by or otherwise mounted on a person.

Incidental or Auxiliary sign. A sign, generally informational, that has a purpose secondary to the use of the lot on which it is located, including signs with messages such as "no parking", "entrance", "exit", "loading only", "no trespassing", "no hunting", "phone", "ATM", etc.

Marquee sign. A canopy or roof-like projection over the entrance to a theater, hotel, or other building, usually bearing a sign on its face or sides.

Monument sign. A self-supporting sign located on a base installed at grade and has no air space, columns, or supports visible between the ground and bottom of the sign.

Noncommercial message. Wording, logo, symbol, image, or representation that does not name, advertise or call attention to a business or commercial product, service or activity.

Nonconforming sign. Any existing permanent sign or sign structure which does not conform to the provisions of this article, but was lawfully erected and complied with the sign regulations in effect at the time it was erected.

Painted (wall) sign. A sign or information that is painted directly on the wall face of a building.

Permanent sign means any sign that is intended for other than temporary use or a limited period. A permanent sign is generally affixed or attached to the exterior of a building, or to a pole or other structure, by adhesive or mechanical means, or is otherwise characterized by construction materials, a foundation or anchoring indicative of an intent to display the sign for more than a limited period.

Portable sign. Any sign designed or intended to be readily relocated, and not permanently affixed to the ground or to a structure, regardless of modifications that limit its movability. For the purposes of this article, portable signs shall not be considered Temporary signs as defined herein.

Projecting sign. A sign which is attached to and projects perpendicular from a structure or building face.

Public right-of-way. Land dedicated for public use, usually for a public street, public infrastructure and/or waterway. For the purposes of this article, such rights-of way shall be considered to extend a minimum of ten feet from the edge of pavement, or to the dedicated right-of-way boundary, whichever is further.

Pylon sign. An on-site sign that is separated from the ground and supported by one or more poles, pole covers or columns.

Real estate sign. A temporary sign erected by the owner or the owner's agent, advertising the real property upon which the sign is located for rent, lease or sale; or a temporary sign advertising the development of a subdivision and the sale of lots.

Residential districts. Means a Zoning District primarily intended for residential uses including zones D-1, D-2 and D-3 and ~~Specific Plan (SP)~~ zoned subdivisions (or phases thereof) that allow for only residential uses. Transect, Commercial and Industrial zones are not residential districts.

Roof sign. Any sign erected wholly or partially above the roof line.

Sandwich/Sidewalk sign. A sign composed of two surfaces displaying a message or graphic and set up in a triangular shape.

Sign. Any device, fixture, placard, or structure that uses color, form, graphic, illumination, symbol, or writing to advertise, announce, or identify a person or entity, or to communicate information of any kind. "Sign" does not include: (1) Seasonal or holiday displays that do not contain a commercial message. (2) Outdoor murals, sculptures or other artworks; provided that where such outdoor art is part of a site that is subject to the planning commission's jurisdiction, the outdoor art shall be subject to the planning commission's review and approval.

Sign administrator or zoning administrator. The person(s) designated by the Town Administrator as the staff member assigned to oversee the enforcement and interpretation of this article.

Sign area. The area measured within the perimeter lines of the sign that bears the advertisement; or in the case of messages, figures, or symbols, including those attached directly to any part of a building. The term "sign area" shall include that area included in the smallest rectangle that can be made to circumscribe the message, figure, or symbol displayed for the purpose of advertisement.

Sign Area, Monument. Signs having a permanent base shall include the entire surface area of the sign on which copy could be placed, including the supporting structure or bracing of a sign and any decorative architectural treatments or caps as part of the sign area. Signs containing two faces that are back to back, the area of only one (1) face shall apply to the sign area computation.

Snipe sign. Any sign that is affixed by any means to trees, utility poles, fences or other objects, where the sign is not an incidental sign allowed herein.

Suspended sign. A small, pedestrian-oriented sign that projects perpendicular from a structure such as a canopy.

Temporary sign. Any sign, banner, valance or advertising display constructed of cloth, canvas, fabric, cardboard, plywood or other light material with or without a frame, and designed or intended to be displayed for a short period of time.

Wall Mural. Any sign designed and painted directly on the exterior wall of a structure as artwork to identify the use or uses within the building.

Wall sign. A wall area of a non-residential building built along the entire width of a principal or secondary frontage allocated for the placement of a sign above a shopfront or at the cornice.

Window sign. Any sign placed inside a window or upon a window pane. For purposes of this article, window signs may be permanent or temporary and are subject to applicable provisions herein.

4.17.2 General Provisions.

(a) *Nonconforming signs.* The utilization of a nonconforming sign, as defined in this article, may continue until the sign becomes an abandoned sign, as defined in this article or the use of the property on which the sign is located changes. In the event of a change in the use of the property, all nonconforming signs must be removed or modified to comply with the provisions of this article. All new signs on the property must comply with the provisions of this article.

(b) *Calculations-measurement standards.* The following principles shall control the computation of sign area and sign height:

(1) *Computation of the area of individual signs.* The sign area shall be determined by computing the area of the smallest square, rectangle, circle or triangle that will encompass the extreme limits of the sign face, including any open areas within the sign face (see definition, "sign area."). **Signs having a permanent base shall include the entire surface area of the sign on which copy could be placed, the supporting structure or bracing of a sign and any decorative caps as part of the sign area. Signs containing two faces that are back to back, the area of only one (1) face shall apply to the sign area computation.**

(2) *Computation of area of multi-faced signs.* The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces, except where otherwise provided herein for temporary signs in residential districts.

(3) *Computation of height.* Sign height is measured from the average level of the grade below the sign to the topmost point of the sign. Average grade shall be the lower of existing grade prior to construction or newly established grade after construction. Any berming, filling, or excavating solely for the purpose of locating the sign, shall be computed as part of the sign height.

(c) *Design, construction and maintenance of signs.* All signs shall be designed, constructed and maintained in accordance with the follow standards:

(1) *General provisions.* All signs shall comply with applicable provisions of the adopted building and electrical codes. Except for banners, flags, temporary signs, sandwich board signs and window signs allowed hereunder, all signs shall be constructed of permanent materials that are permanently attached to the ground or a structure. All signs shall be maintained in good structural condition, in compliance with all applicable codes.

(2) *Spacing.* All permanent freestanding signs on any premises shall be spaced at minimum 150-foot intervals along each public way that views the premises, unless otherwise provided for by this article.

(3) *Sight distance triangle.* All entrance signs and freestanding signs located near the corners of an intersection, shall be located outside of the sight distance triangle. Such triangle shall be composed of two lines, measured at a distance of 20 feet running along each leg of the road or driveway pavement surfaces, and a third connecting line to form a triangular area. This area shall be free of any permanent or temporary signs that may inhibit a clear sight visibility for motorists.

(4) *Sign illumination.* Sign illumination shall only be achieved through the following standards:

a. A white, steady, stationary light of reasonable intensity may be directed solely at the sign. The light source shall be shielded from adjacent buildings and streets, and shall not be of sufficient brightness to cause glare or other nuisances to adjacent land uses.

b. Internal illumination shall provide steady, stationary lighting through translucent materials.

c. If the sign or sign structure is internally illuminated or backlit by any means, the entire lighted area shall be included within the allowable signage calculation for the site. This standard shall also apply to signs affixed to any portion of a building as an architectural feature, such as but not limited to awnings, canopies or roof lines.

d. All electrical service to ground mounted signs shall be placed underground. Electrical service to other signs shall be concealed from public view.

(5) *Setback.* All permanent signs shall be set back at least five feet from the public right-of-way, unless otherwise specified by this article. No permanent sign shall be located within a public utility or drainage easement.

(6) *Master Sign Plan Approval.* All new developments requiring subdivision plat or site plan approval shall submit a master sign plan for approval prior to construction. The master sign plan shall include a site plan showing the location of all proposed signs on the project site in relation to all existing and proposed buildings and structures. Scaled drawings showing the proposed design for all signs, including any proposed lighting for such signs. All signs within a development shall be compatible in design quality. The Master Sign Plan shall be reviewed by the Planning Commission in conjunction with the proposed subdivision plat or site plan.

4.17.3 Prohibited Signs.

The following signs are prohibited in all zoning districts:

(a) Signs which resemble or conflict with traffic control signs or by use of words, phrases, symbols or shape interfere with or may confuse traffic.

(b) Pylon signs.

(c) Bandit signs or any signs attached to public or utility poles, fences or walls visible from a public right-of-way.

(d) Billboards and other off-premises signs, unless specifically authorized herein.

(e) Moving, revolving or flashing signs.

(f) Searchlights.

(g) Inflatable signs.

- (h) Roof signs.
- (i) Signs within the public right-of-way except as may be specifically authorized, such as sidewalk signs.
- (j) Signs on parked on non-operational or unlicensed vehicles visible from a public right-of-way.
- (k) Portable signs.
- (l) Any signs that pose a safety hazard based on its construction or location, including any sign that obstructs visibility necessary for traffic safety.
- (m) Streamers and spinners.
- (n) Electronic digital message signs, except as specifically authorized herein.

4.17.4 Permitted Signs

(a) ***Signs allowed in all zoning districts.*** The signs listed below are allowed in all zoning districts, provided that such signs are on private property unless otherwise provided; that such signs are maintained in a manner that does not create a safety hazard; and that the specific restrictions set forth for each type of sign listed below shall apply wherever such a sign is erected, displayed or maintained.

(1) Any sign erected, maintained or otherwise posted, owned or leased by the federal government, the state or the city, or any official sign or notice issued or required to be displayed on private property by any court or public agency, whether permanent or temporary.

(2) A directional sign or a warning or information sign erected or authorized by any public agency, whether permanent or temporary.

(3) A private street or road name sign, located at an intersection, that does not exceed two square feet per face and does not include any commercial message.

(4) Incidental signs, as defined in this article, not exceeding two square feet in area per face.

(5) Signs denoting a property as historic and placed by or on behalf of a public agency.

(6) One building marker, limited to four square feet of sign face, may be displayed on the face of a building.

(7) Street numbers on building façades, not to exceed 12 inches in height, and street numbers and names on mailboxes.

(b) ***Signs permitted in all residential districts (including D1, D2, D3 and any SP residential zone)*** In addition to the signs permitted as otherwise provided herein, the following signs are permitted within all residential districts subject to the specifications described below:

(1) *Subdivision entrance signs.* Such signs shall be located at the primary entrance(s) to a development as identified on a preliminary plan approved by the planning commission. The signs shall be located on private property within a platted sign or landscape easement or within the subdivision's common open space. The sign location shall be subject to the approval of the planning commission. Such signs shall be maintained by an established homeowners' or property owners' association.

Specifications: Sign area - 120 square feet per sign maximum per entrance, which may be divided among not more than two freestanding sign faces (no single sign face shall exceed 60 square feet); maximum of three entrance locations per subdivision; sign height - six feet, maximum; setback - ten feet, minimum.

During the period when a subdivision is under development and until the permanent subdivision entrance sign(s) is/are erected, one temporary sign per entrance may be erected within the subdivision on property owned by the developer. No such sign shall exceed 32 square feet in area on one sign face; ten feet in width; and six feet in height.

(2) *Homeowners' association signs.* One permanent freestanding sign with changeable non-commercial content may be erected and maintained by a subdivision's homeowners' or property owners' association. The sign shall be located on the subdivision's common open space or private property within the subdivision.

Specifications: Sign area - 20 square feet, maximum, which may be divided by two sign faces; sign height - six feet, maximum.

(3) *Residence signs .* One permanent freestanding sign per residence shall be allowed, with non-commercial content including but not limited to resident names or the name of the home.

Specifications : Sign area - Two square feet, maximum, except that residential tracts of ten acres or more shall be allowed two such sign faces not to exceed 12 square feet per face; sign height - four feet, maximum.

(4) *Temporary signs, including banners* and residential development signs. In addition to the other signs identified in this subsection, temporary, freestanding, non-commercial signs may be posted on any lot in a residential district at any given time. This category includes, but is not limited to: real estate signs; political signs; garage sale signs; baby announcements; lost pet signs; social/special event announcements; or any other non-commercial messages. Home occupation signs shall be considered commercial signs, and are not allowed within any residential district.

Specifications : Sign area for lots of five acres or less - 20 square feet, maximum, which may be divided into a maximum of five signs, provided that no single sign may exceed eight square feet in area; sign area for lots exceeding five acres - 32 square feet, maximum, which may be contained on one sign or multiple signs; sign height for all lots - six feet, maximum. Where a temporary sign contains two back-to-back sign faces, the sign area shall be computed using only one of the sign faces.

(5) *Non-commercial flags.*

Specifications : No flag shall exceed 40 square feet per face; flag pole height - 25 feet, maximum. No more than one flag pole may be erected on a lot consisting of ~~three~~ **five** acres or less; for lots exceeding ~~three~~ **five** acres, one additional flag pole per acre may be erected. **Flag poles on properties exceeding five acres shall not exceed 40 feet in height.** Flag poles must meet minimum yard setback requirements.

(6) All signs listed in section 4.17.4(b). Unless specifically permitted herein all other signs are prohibited.

(c) **Signs Permitted as by zoning district.** The types of signs, number of signs, maximum sign area and maximum copy height are permitted and regulated for each zoning district as shown on Table 4.25 and 4.26. Additional requirements and regulations for signs within Transect districts are shown on Table 4.27. Unless otherwise specifically permitted within these tables or below, any signs not permitted within a zone are prohibited. All permitted signs must conform to the stated regulations and specifications. In the event of any conflict between provisions within the tables and text of this sign ordinance, the more restrictive regulations and specifications shall apply.

TABLE 4.25 GENERAL TRANSECT SIGN RESTRICTIONS

SIGN TYPE	T3	T4	T5	NUMBER	MAX. SIGN AREA	MAX. COPY HEIGHT
Auxiliary			P	1	10 s.f.	n/a
Awning		P	P	1 sloping plane plus 1 valence per awning	75% of sloping plane; 75% of valence	16 in. on sloping plane; 8 in. on valence
Banner			P	1 per frontage	48 s.f.	n/a
Canopy			P	1 per canopy	2 s.f. per linear foot of shop-front	30 in. max.
Directional		P	P	n/a	12 s.f.	n/a
Display Case			P	1 per business	6 s.f.	n/a
Fuel Pricing				1 per business	32 s.f.	n/a
Marquee			P	1 per entry	n/a	n/a
Monument			P	1 per frontage	36 s.f.	n/a
Projecting		P	P	1 per tenant	6 s.f.	8 in.
Sidewalk / Sandwich		P	P	1 per tenant	9 s.f.	n/a
Suspended		P	P	1 per entry	6 s.f.	8 in.
Wall			P	1 per frontage	3 s.f. per 1 linear ft. up to 90% of the building width	18 in. / 36 in. for more than one line of copy
Window		P	P	1 per window	25% of glazed area	12 in.

TABLE 4.26 GENERAL USE DISTRICT SIGN RESTRICTIONS

SIGN TYPE	NC	CC	IL	IM	NUMBER	MAX. SIGN AREA	MAX. COPY HEIGHT
Auxiliary	P	P	P	P	2	10 s.f.	n/a
Awning	P	P	P	P	1 sloping plane plus 1 valence per awning	75% of sloping plane; 75% of valence	16 in. on sloping plane; 8 in. on valence
Banner		P	P	P	1 per frontage	48 s.f.	n/a
Canopy	P	P	P		1 per canopy	2 s.f. per linear foot of shop-front	30 in. max.
Directional	P	P	P	P	4	25 s.f.	n/a
Fuel Pricing		P	P	P	1 per business	32 s.f.	n/a
Marquee	P				1 per entry	n/a	n/a
Monument	P	P	P	P	1 per frontage	80 s.f.	8 ft.
Projecting	P	P	P		1 per tenant	1.5 s.f. per 1 linear ft.	n/a
Wall	P	P	P	P	1 per frontage	1.5 s.f. per 1 linear ft.	24 in. / 36 in. for more than one line of copy
Window	P	P	P		1 per window	25% of glazed area	12 in.

(d) **Signs permitted in Transect, Commercial and Industrial zoning districts.** In addition to the signs permitted by zoning district as shown on Table 4.25 and 4.26 or as otherwise specifically permitted herein, the following signs are permitted within all Transect, Commercial and Industrial zoning districts subject to the specifications described below:

(1) **Gas station business signs.** In addition to any other signs allowed on the property, gas stations shall be allowed to display the following signs:

a. **Fuel pricing signs.** One (1) fuel pricing sign may be approved per gas service station, which may include non-flashing electronic digital messaging.

Specifications: Shall be located within a landscape planter a minimum of 15 feet from the right-of-way and may not exceed 32 square feet in sign area and five (5) feet in height. Fuel pricing signs are prohibited on the pump canopy. All fuel pricing signs shall be reviewed by the DRC and shall be designed and constructed of materials consistent with the primary building.

b. **Gasoline pump signs.** Signage may be mounted on each pump façade.

Specifications: not to exceed a total of two square feet per pump.

c. **Canopy signs.** When the property includes an enclosed principal structure, the area of all canopy signs shall be calculated and deducted from the total allowable wall sign area. Except for the measurable area of the canopy sign, no internal illumination or back lighting of the canopy surface or canopy roof line shall be allowed.

Specifications: See Table 4.26

d. **Signs displaying information required by state and federal law pertaining to the sale of motor fuel or kerosene.** Signs displaying such information shall not be counted toward the number of signs otherwise allowed on the property, provided that no other content is displayed on such signs beyond that required by law.

(2) Monument Signs. Monument signs with a maximum height of eight (8) feet and a maximum square footage of 80 square feet shall be permitted with a minimum of 100 feet of linear road frontage with the approval of a sign permit. If more than one parcel makes up a commercial center, the sign shall include the name of the businesses within the entire commercial center. Two monument signs may be permitted for sites with more than one road frontage exceeding 750 feet and over five acres in size. Monument signs shall be separated by 150 feet.

(3) Window Signs. Window signs with a maximum square footage of 25% of total window area may be permitted with the approval of a sign permit.

(4) Directional Signs. On-site directional signs shall be no more than two (2) square feet in sign area and shall not exceed four (4) feet in height. A maximum of four (4) directional signs will be allowed to provide physical direction to drive-thrus, entrances, etc. Sites with complex internal circulation, multiple entrances/exits, or five acres or more may be permitted additional signage under a sign plan.

(5) Auxiliary Signs. Auxiliary wall signs may be permitted for ancillary uses and shall not exceed 10 square feet in sign area. A maximum of two signs may be allowed and shall be placed on the elevation with the primary entrance.

(6) Temporary signs. Temporary freestanding signs, excluding sandwich signs, shall be limited to two per lot at any given time and a display period not to exceed 60 days per lot for all such signs in any calendar year. All businesses shall apply for a temporary sign permit for a specific time prior to erecting a temporary sign. During any period when a parcel is offered for sale or property within the parcel is offered for lease, one additional temporary freestanding sign may be displayed without the need for a permit.

Specifications: Sign area - 12 square feet sign maximum, which may be divided by a maximum of two sign faces; sign height - 4 feet, maximum. Temporary signs shall be located at least ten feet from the back of the street curb, edge of pavement or stabilized shoulder, unless a greater distance is required to remove such sign from the public right-of-way or sight distance triangle. No temporary signs shall be permitted within any median which is within a public right-of-way.

(6) Non-commercial flags.

Specifications: No flag shall exceed 40 square feet per face; flag pole height - 25 feet, maximum. No more than one flag pole may be erected on a lot consisting of three acres or less; for lots exceeding three acres, one additional flag pole per acre may be erected. Flag poles must meet minimum yard setback requirements.

4.17.5 Transect, Commercial and Industrial Sign Regulations. All signs permitted in Transect, Commercial and Industrial Zones as shown on Tables 4.25 and 4.26 shall be subject to the Regulations and requirements as shown on Table 4.27.

TABLE 4.27 SPECIFIC TRANSECT ZONING DISTRICT SIGN REGULATIONS






AWNING SIGN	
Requirements	<p>A. Valence sign area must maintain a 1 in. border.</p> 
CANOPY SIGN	
Requirements	<p>A. Canopy signs copy may not exceed 30 in. in height.</p> <p>B. Canopy signs may be externally illuminated or neon.</p> <p>C. Fixtures must be shielded to prevent glare.</p> <p>D. Conduit, raceways, and wiring may not be exposed to view from the sidewalk.</p> 
MARQUEE SIGN	
Requirements	<p>A. Marquee signs copy may project to within 2 ft. of the curb.</p> <p>B. Marquee signs must maintain 10 ft. clearance above sidewalk.</p> <p>C. Marquee signs may be combined with a canopy sign or projecting sign.</p> <p>D. Fixtures must be shielded to prevent glare.</p> <p>E. Conduit, raceways, and wiring may not be exposed to view from the sidewalk.</p> 
MONUMENT SIGN	
Requirements	<p>A. Monument signs may not exceed 8 ft. in height or width.</p> <p>B. Monument signs must be located at or behind the setback.</p> <p>C. Fixtures must be shielded to prevent glare.</p> <p>D. Conduit, raceways, and wiring may not be exposed to view from the sidewalk.</p> 

TABLE 4.27 SPECIFIC TRANSECT ZONING DISTRICT SIGN REGULATIONS

PROJECTING SIGN	
<p>Requirements</p> <ul style="list-style-type: none"> A. Projecting signs may project up to 2 ft. from the facade. B. Projecting signs must maintain 8 ft. clearance above sidewalk. C. Projecting signs may be double sided. 	
SIDEWALK SIGN	
<p>Requirements</p> <ul style="list-style-type: none"> A. Sign height may not exceed 42 in. B. Sign width may not exceed 30 in. C. Signs may not be located within 3 ft. of curb. 	
WALL SIGN	
<p>Requirements</p> <ul style="list-style-type: none"> A. Wall signs copy may not exceed 18 in. in height. B. Wall signs may be up to 90% of the building width. C. Wall signs may be externally illuminated. C. Fixtures must be shielded to prevent glare. D. Conduit, raceways, and wiring may not be exposed to view from the sidewalk. 	
WALL MURAL SIGN	
<p>Requirements</p> <ul style="list-style-type: none"> A. Only text or graphics painted directly on the wall or a graphic mural are permitted. B. Sign width is restricted to 50 ft. maximum. C. Sign height is restricted to building height. 	

TABLE 4.27 SPECIFIC TRANSECT ZONING DISTRICT SIGN REGULATIONS

WINDOW SIGN	
Requirements	<p>A. Window signs may not exceed 25% of the glazed area.</p> <p>B. Copy text may not exceed 12 in. in height.</p> <p>C. The following window signs are permitted: letters painted directly on the window, neon signs, LED signs, signs hung behind the glass, vinyl applique letters applied to the window.</p>



4.17.6 Administration and enforcement.

(a) *Regulatory enforcement.* The sign administrator is hereby authorized and directed to enforce all of the provisions of this article. This authority empowers the sign administrator to perform any necessary inspections, or to have such inspections conducted on the sign administrator's behalf. The sign administrator may direct that citations be issued for violations of the provisions of this article.

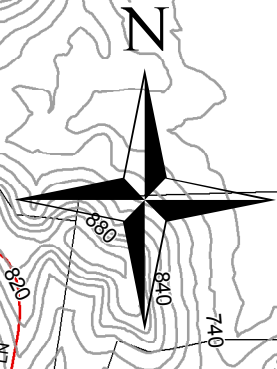
(b) *Violation notice.* The sign administrator shall order the removal of any sign erected or maintained in violation of this article, providing the owner or tenant of the premises upon which the offending sign is located is given ten days' written notice to comply with the provisions of this article. If, after ten days, the property owner or tenant has failed to comply with this article, a citation to municipal court shall be issued. When good faith efforts to bring a sign into compliance have begun within ten days of the notice of violation, the sign administrator may extend the time period for compliance with this article to a period not to exceed 30 days. In cases where the owner of the premises has previously been notified of violations on two or more occasions, a citation may be issued without prior written notice.

(c) *Impoundment/disposal of signs.* The sign administrator, the municipal codes officer and their designees shall have the authority to remove without notice any illegal sign on the public right-of-way or other public property, or any illegal sign attached to fences, posts, utility poles or natural features such as trees. Such signs shall be considered litter and shall be subject to disposal.





(d) *Letter of compliance.* Prior to erecting or displaying a sign, a property owner or tenant or the agent of a property owner or tenant may submit a written request to the sign administrator for verification that the sign as proposed complies with the requirements of this article. The sign administrator may require that any person requesting such verification complete such forms or submit such information as may be needed by the sign administrator to make a determination.

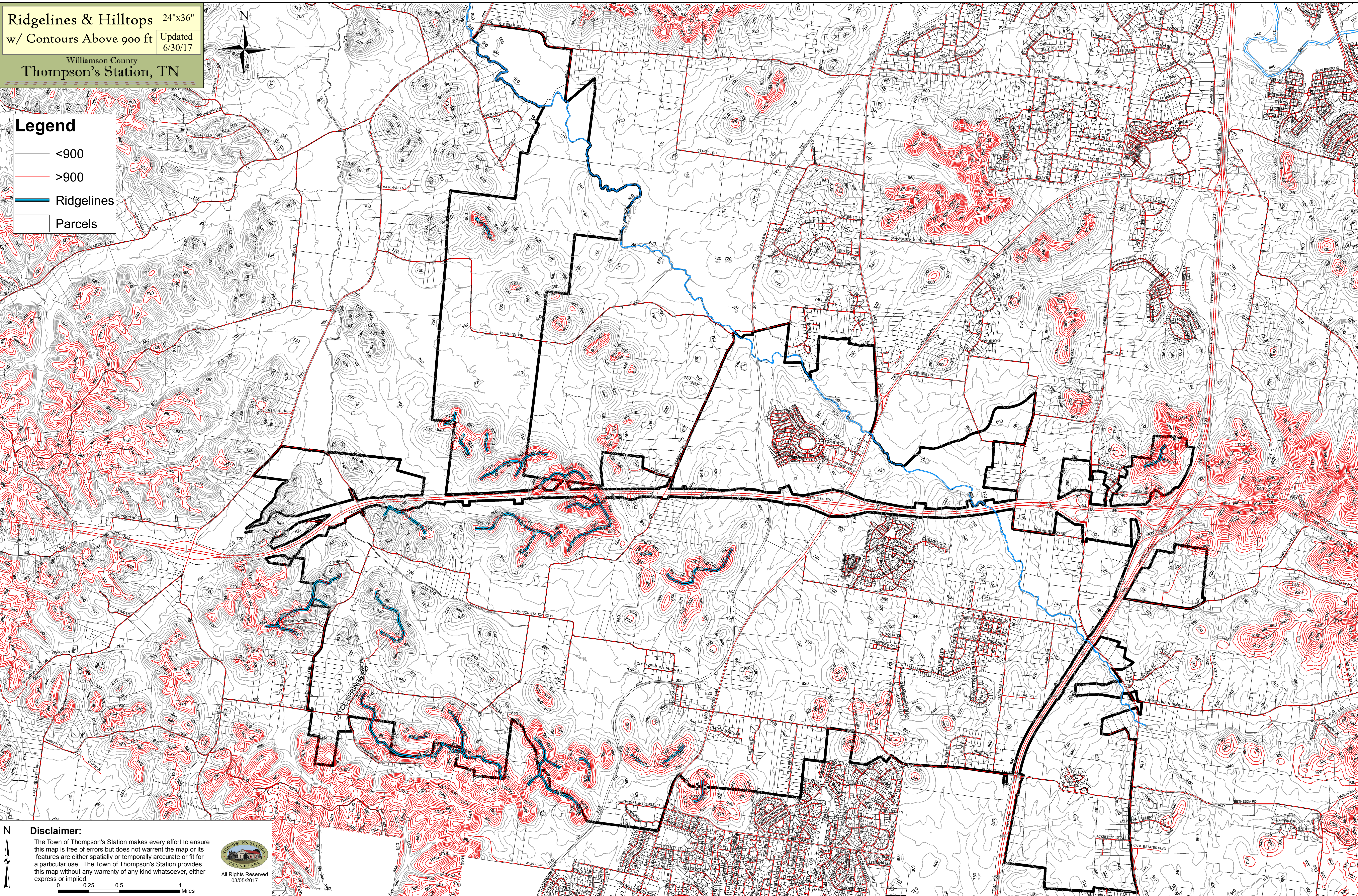
4.17.6 Severability clause

If any subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.




Legend

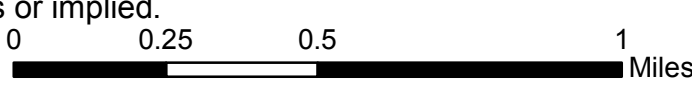
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Disclaimer:
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03/05/2017



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1550 Thompson's Station Road W.
P.O. Box 100
Thompson's Station, TN 37179

DATE: July 17, 2017
TO: The Planning Commission
FROM: Wendy Deats, Town Planner
SUBJECT: Application Submittal Process

Due to concerns that the application process is not providing enough time for complete review of the applications presented to the Planning Commission, a work session was held on June 20, 2017 to discuss the process.

At the work session, an overview of the process was provided. The typical types of applications for Commission review include zoning requests, concept plans, plats and site plans. Applications are submitted on the 4th Wednesday of the month for review by the Commission the following month. Each application type has a checklist that specifies the necessary materials to process the request. Typically, a pre-submittal meeting is held to determine whether the applicant is providing all the requested material. After project submittal, Staff reviews the materials and any comments or questions that Staff has will be provided to the applicant within 10 days. These comments and questions may result in corrections to the plans or a request for additional information. The applicant then provides a final submittal which is submitted to the Commission with a staff report.

At the work session, concerns were expressed that this timeline is not sufficient and is resulting in some information continuing to be submitted up to the Planning Commission meeting. Therefore, at the direction of the Planning Commission, we have prepared changes to the by-laws to require a 45-day submittal date for applications along with clarification that newly presented or revised information shall not be required to be considered and can be a basis for deferral or denial. In addition, other modifications to clarify the process are suggested in the red-lined draft of the by-laws.

Recommendation

Staff recommends the Planning Commission adopt the updated by-laws.

Attachments

Planning Commission By-Laws

**BY-LAWS
THOMPSON'S STATION MUNICIPAL PLANNING COMMISSION**

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Thompson's Station Municipal Planning Commission shall be set forth in Sections 13-3-101 through 13-3-105, and Sections 13-4-101 through 13-4-105, and Sections 13-7-201 through 13-7-210, Tennessee Code, and amendments and supplements, thereto.

SECTION 2. OFFICE AND RECORDS OF THE COMMISSION

The meeting place of the Commission shall be the Thompson's Station Community Center Building. The office and records of the Planning Commission are maintained in the Office of the Town Recorder of Thompson's Station located in the Town Hall/Depot Building and shall be available for public inspection during regular business hours. A record of the business conducted at all Planning Commission meetings shall be kept in a Minute Book, which shall record the names of all commissioners present or absent, ~~the names of all persons in attendance~~, the business conducted, and the vote or abstention of all commissioners on any item of business on which a vote is taken.

SECTION 3. MEMBERSHIP

The membership of this Commission shall consist of seven (7) members. Each member shall be appointed for a term of three (3) years. One (1) of the members shall be the Mayor or his designee/appointee ~~of the municipality~~, and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. All other members shall be appointed by the Mayor. A record of the membership of the Commission shall be maintained in the Minute Book by the Town Recorder.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Planning Commission shall be the regular January meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Planning Commission.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Planning Commission shall be held at the Thompson's Station Community Center, on the Fourth Tuesday, of every month at 7:00 p.m., except the month of December (in which there will be no regularly scheduled meeting). At such meetings, the Commission shall consider all matters properly brought before the Commission ~~without the necessity of prior notice, thereof, given to any members~~. The Commission, by a unanimous vote of all members present, may add items to agenda that are presented to the Commission's Chair or staff prior to the meeting.

SECTION 6. PUBLICATION

Notice of all Regular Meetings of the Planning Commission shall be posted prior to each meeting at the Thompson's Station ~~City-Town~~ Hall with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area, with an agenda, prior to holding such meeting.

SECTION 7. SPECIAL MEETINGS

Special meetings of the Planning Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or four (4) members of the Planning

Commission. Written notice and an agenda of items to be considered at the meeting, shall be given to all the members not less than seven (7) days in advance, ~~thereof, except in case of emergency.~~

SECTION 8. QUORUM

At any meeting of the Planning Commission, a quorum shall consist of four (4) Commission members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 9. AGENDA AND APPLICATIONS FOR REVIEW

~~The Town Planner Chair of the Planning Commission or other designated official shall have prepared for each meeting an agenda for each meeting listing the business to be considered by the Commission. The Town Planner shall provide a copy of the agenda and packet to each Commission before the meeting, specifying the order in which the items of business shall appear before the Commission.~~

~~For an item to be placed on the agenda for the following month's regularly scheduled meeting, a completed application must be submitted to the Town Planner in the appropriate form no later than 5:00 p.m. 45 days prior to the next regularly scheduled meeting. Applications not received by the above deadline will not be placed on the next regularly scheduled meeting agenda but will be added to the following month's meeting agenda. Incomplete applications will not be placed on an agenda and the Town Planner will notify the applicant of the application's deficiencies as soon as possible. This section does not prohibit the Commission from considering items or conducting business placed on the agenda by Town Staff or the Chair.~~

~~All applicants are encouraged to contact the Town Planner and schedule a pre-application conference to make sure they comply with all submittal requirements. Applicants are responsible for compliance with all regulations, ordinances and procedures of the Town. Applicants may submit draft applications for review and feedback from the Town Planner. Draft applications will not be considered by the Planning Commission. All items, including subdivision plats and zoning requests shall be submitted no later than 5:00 p.m., on the Wednesday following the regularly scheduled meeting in order to be placed on the agenda for the next month's Planning Commission meeting. This requirement may be waived where, in the opinion of the Planning Commission, circumstances demand immediate consideration; provided, however, that preliminary plats and requests for zoning amendments shall be taken under advisement for thirty (30) days. The Planning Commission Chair shall see to it that the agenda is sent to each member of the Planning Commission and Staff Representative before the meeting.~~

~~Applicants shall be allowed to make presentations to the Planning Commission. The Chair may place reasonable time limitations on any such presentation. Commissioners may ask questions of the applicant and its representatives; however, the Commission shall not be required to consider proposed revisions or new or "late-filed" information that was not submitted with application prior to the deadline referenced above. Any proposed revisions or additional information shall be a basis for deferral or denial of approval.~~

~~Applicants may also request a withdrawal or postponement of consideration of an item at any time prior to a vote on the item. The Town Planner may remove an item from the agenda if an applicant requests a withdrawal or postponement prior to the meeting at which it is scheduled to be considered.~~

SECTION 10. VOTING

At all meetings of the Planning Commission, each member attending shall be entitled to cast one (1) vote. Voting shall be by roll call votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. On minor matters and at the discretion of the Chair, a voice vote will be sufficient.

SECTION 11. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflict of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

SECTION 12. PROCEEDINGS

- a. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
 1. Roll Call
 2. Minutes of the Preceding Meeting
 3. Public Hearings
 4. Business Items
 5. Report of the Chair
 6. Report of Committees
 7. Report of the Planning Staff
 8. Adjournment
- b. Each formal action of the Planning Commission required by law, ~~city-Town~~ charter, rule or regulation shall be embodied within the Minute Book after an affirmative vote as provided in SECTION 5, hereof.

SECTION 13. RULES OF PROCEDURE

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order, unless otherwise stated.

SECTION 14. PUBLIC COMMENT

Public comment shall be allowed at Planning Commission meetings. Time allotted shall be designated at the beginning of each regularly scheduled meeting. Any individual wishing to speak will be limited to three (3) minutes. If multiple attendees wish to speak on a related topic, the chairman can request that a spokesperson be designated to speak on behalf of the group.

OFFICERS

SECTION 15. OFFICERS

The officers of the Planning Commission shall consist of a Chair, Vice-Chair, and Secretary elected by the Commission at the annual meeting for a term of one (1) year. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate an acting Secretary.

SECTION 16. DUTIES OF OFFICERS

The duties and powers of the officers of the Planning Commission shall be as follows:

- a. Chair
 1. To preside at all meetings of the Commission.
 2. To call special meetings of the Commission in accordance with these By-Laws.
 3. To sign documents of the Commission.
 4. To see that all actions of the Commission are properly taken.

b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

c. Secretary

1. To keep or to assure that the minutes of all meetings of the Commission are kept in the Minute Book.
2. To give or serve all notices required by law or by these By-Laws.
3. To be custodian of Commission records.
4. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
5. To sign official documents of the Commission. In the absence of the Secretary, official documents, most especially subdivision plats, may be signed by either the Thompson's Station Town Administrator or the Thompson's Station Town Recorder.
6. All of the foregoing secretary duties can be delegated, except for signature, to the Town Recorder for ministerial duties enumerated.

SECTION 17. ATTENDANCE

The absence by any member from three (3) consecutive regular meetings or five (5) of the eleven (11) regular meetings held in one (1) year may be grounds for removal by the Mayor. Notice of excessive absenteeism will be submitted in writing to the Mayor by the secretary of the Commission. At Mayor's discretion, any extenuating circumstances to enforcing this provision may be considered.

SECTION 18. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor by the Secretary. Should any vacancy occur among the officers of the Planning Commission, the vacant office shall be filled in accordance with SECTION 3, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

AMENDMENTS

SECTION 19. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.

February 24, 2015

Adoption Date: July 25, 2017

Jack Elder, Chair
Thompson's Station Municipal Planning Commission

Sarah Benson ~~Don Blair~~, Secretary
Thompson's Station Municipal Planning Commission

DRAFT