Agenda

Greene County, TN Regional Planning Commission Greene County Courthouse Annex, Conference Room 204 North Cutler Street, Greene, TN 37744 March 11, 2025 at 1:00 p.m.

- 1. Call to order.
- 2. Approval of the February 11, 2025 minutes.
- 3. Review and consider granting final approval to the Red Tail Ridge subdivision, for 16 lots totaling 14.89 acres, located adjacent to Whirlwind Road in the 10th civil district.
- 4. Review and consider granting final approval to Homes 4 All Property Lots 1, 2, & 3, for three lots totaling 1.81 acres, located adjacent to Gilbreath Road in the 7th civil district.
- 5. Review and consider approving a change to the proposed campground/RV park regulations to permit the construction of carports over permanently placed RVs.
- 6. Review and consider approving a revision to Article II of the *Greene County Subdivision Regulations*, to define "filing" a plat.
- 7. Review and consider revising *Greene County Subdivision Regulations* to delete Article VI. Regulations for Two Lot Subdivisions on Existing Public Roads, and replace it with a policy on approving boundary surveys.
- 8. Review and consider approving a revision to the *Greene County Subdivision Regulations* to replace Article V. Regulations for Review and Approval of Minor Subdivisions with Article V. Time Frame for Administrative Plat Approval.
- 9. Review and consider revising Articles II.C. and II.D.2. of the *Greene County Subdivision Regulations* to change the time frame for subdivision plat submissions.
- 10. Review and consider revising Article III.A. of the *Greene County Subdivision Regulations* to clarify that roads are not required to be extended for certain subdivisions located at the end of existing roads.

11. Administrative minor subdivisions

- Survey of a Portion of the Billy Morgan Property, for one lot totaling 0.56 acres, located adjacent to Morgan Lop in the 22nd civil district.
- Replat of Lot 1 Silas Seaton Property, for four lots totaling 4.53 acres, located at the intersection of Doyle Davis Road and Cedar Creek Cave Road, in the 18th civil district.
- Survey of a Portion of the Jason Smith Property for one lot totaling 3.85 acres, located adjacent to Gardner Lane in the 16th civil district.
- Survey of a Portion of the Thomas Burkey, Jr. Property, for one lot totaling 2.00 acres, located adjacent to Old Kentucky Road West in the 25th civil district.
- Don R. Mills Property for two lots totaling 1.68 acres, located adjacent to Tweed Springs Road in the 3rd civil district.
- Replat of Tracts 3 & 4 of the Kenneth Yearwood Property for two lots totaling, 12.93 acres, located adjacent to Jim Fox Road in the 24th civil district.

- 12. Review monthly report of all activities recorded for Building/Zoning/Planning Office.
- 13. Other Business. Discuss the subdivision of lots with existing septic systems
- 14. Adjournment.

Minutes of the Greene County Regional Planning Commission

A meeting of the Greene County, TN Regional Planning Commission was held on Tuesday, February 11, 2025, at 1:00 p.m.

Members Present/Absent

Sam Riley, Chairman
Gwen Lilley, Vice-Chairman
Gary Rector, Secretary
Lyle Parton, Alternate Secretary
Edwin Remine
Phillip Ottinger
Jason Cobble
Becky Rideout
Nick Gunter

Staff Representatives Present/Absent

Kevin Morrison, County Mayor Roger Woolsey, County Attorney Amy Tweed, Planning Coordinator Tim Tweed, Building Official Lyn Ashburn, Planning Department Kevin Swatsell, Road Superintendent

Also participating: Interested citizens

The Chairman called the meeting to order and welcomed attendees.

<u>Approval of Minutes</u>. The Chairman asked if members had received the draft minutes of the January 14, 2025 meeting. A motion was made by Edwin Remine, seconded by Phillip Ottinger, to approve the minutes as submitted. The motion carried unanimously

Survey for the Division of the Shannon Fox etux Property. The Planning Commission reviewed and considered approving the final plat for a Survey for the Division of the Shannon Fox etux Property, for nineteen lots totaling 12.65 acres, located adjacent to Gibson Loop and Snapps Ferry Road in the 20th civil district. Staff stated the plat met all requirement, other than a signature from the Tennessee Department of Environment and Conservation, and recommended approval. A motion was made by Lyle Parton, seconded by Phillip Ottinger, to approve the plat subject to the addition of signatures, as the plat met all other applicable requirements. The motion carried unanimously.

Proposed campground/RV park regulations. The Planning Commission reviewed and considered recommending changes to the *Greene County Zoning Resolution* concerning campgrounds and RV parks. The Planning Commission had several areas where changes were made to the proposed resolution. These changes, and the section where they were located, were identified as follows:

- 1. Rework the definition of RV park and RV campground to remove confusion. (Definitions).
- 2. Limit the number of days for each special event campground (Definitions, campground, special event).
- 3. Specify that the regulations apply to the expansion area of existing campgrounds. (Section 517.A. 1.).
- 4. Specify that private potable water systems are permitted. (Section 517.A.6.a.).
- 5. Requiring toilet facilities for all camping situations. (Section 517.A.6.b.).
- 6. Specify that the permittee is ultimately responsible for operation of the park. (Section 517.A.10.).
- 7. Add a requirement that notices of violation be posted in the campground. (Section 517.A.10.d.ii.).
- 8. Add a description of what happens when a campground is cited for excess violations. (Section 517.A.10.d.iii.).
- 9. Add verbiage to give the Enforcement Officer (Building Commissioner) leeway in working with permittees who were working to correct violations. (Section 517.A.10.d.v.(b)(ii).).
- 10. Include a requirement that at least one (1) frost-proof yard hydrant would be provided per five (5) campsites. (Section 517.C.4.).
- 11. Add requirements for inspection by the Enforcement Officer and minimum septic system requirements if RVs were permanently placed in a campground. (Section 517.D.3.).
- 12. Add requirements for the permanent occupation of RVs located in campgrounds. (Section 517.D.4.).
- 13. Specify that the permittee is responsible for submitting the hotel/motel tax collected for transient campsites. (Section 517.D.5.c.).
- 14. Add information to specify what the landscaping bond will cover (Section 517.D.9.d.).
- 15. Questions about the primary travel route (Section 517.D.13.b.ii.).
- 16. Add information on parking requirements for special event campgrounds. (Section 517.E.2.c.).
- 17. Added requirements on the placement of trash receptacles in special event campgrounds. (Section 517.E.6.c.ii.).

Staff stated they would make the changes as directed and would provide a copy to Planning Commissioners so that corrections, if any, could be made before the County Commission meeting in March. A motion was made by Lyle Parton, seconded by Phillip Ottinger, to recommend the resolution with the changes made by the Planning Commission. The motion carried unanimously.

<u>Administrative minor subdivisions</u>. The Planning Commission was informed the following subdivisions had been approved since the last meeting.

- Survey for Michael Connally for one lot totaling 0.50 acre, located adjacent to Thornburg Road in the 17th civil district.
- Survey for a Replat of Lots 5 and 6 of the Floyd Taylor for one lot totaling 3.201 acres, located adjacent to Bright Hope Road in the 25th civil district.
- Boundary Revision of the Jenifer Franklin and Ashley Norton for two lots totaling 6.418 acres, located adjacent to Rolling Hills Road and Mt Pleasant Circle in the 8th civil district.
- Survey of a Portion of the Nancy Renner Property for one lot totaling 1.99 acres, located adjacent to West Allens Bridge Road in the 3rd civil district.
- Survey of a Portion of the Paul Waddell Property (survey for James Keith Wilhoit) for one lot totaling 0.735 acres, that shall be combined with adjoining property owner James K. Wilhoit, map 157, parcels 137.01 and 145.01, located adjacent to White Sands Road in the 2nd civil district.
- Division of the Clemmer Family LTD Partnership Property for one lot totaling 0.50 acre, located adjacent to Chuckey Pike in the 1st civil district.
- Division of a Portion of the DeAnna Kilday Davis Property, for one lot totaling 0.02 acre, that shall be combined with adjoining property owner Daniel and Emily Borcherdt, map 029, parcel 028.03, located adjacent to Graysburg Hills Road in the 16th civil district.
- Replat The Division of a Portion of the Dorothy Blake Property, for one lot totaling 1.50 acres that shall be combined with adjoining property owner Dorothy Diane Blake, map 090, parcel 017.02, located adjacent to Reece Road in the 1st civil district.
- Survey for Rick Dietrich and Shawn Dietrich, for one lot totaling 0.62 acre, that shall be combined with adjoining property owner Richard Dietrich, map 179, parcel 005.01 located adjacent to Rollins Chapel Road in the 18th civil district.
- Replat of Lot 72 and Lot 27R of River Plantation Phase 1, for two lots totaling 6.43 acres, located adjacent to Waterstone Circle and Summerhill Lane in the 24th civil district.
- Replat of Lots 47, 48, and 49 of the Blue Ridge Meadows Subdivision Section 1 for Gary Key, for two lots totaling 1.59 acres, located adjacent to Katie Lane in the 1st civil district.
- Subdivision of Leslie R. Schuster Property, for three lots totaling 3.43 acres, located adjacent to Browns Circle in the 3rd civil district.
- Subdivision Plat of the Barbara Carter Property Section A for Barbara Carter, for one lot totaling 0.78 acre, located adjacent to Kingsport Highway in the 16th civil district.
- Subdivision Plat of the Barbara Carter Property Section B for Barbara Carter, for two lots totaling 5.14 acres, located adjacent to Kingsport Highway and Wedding Lane in the 16th civil district.

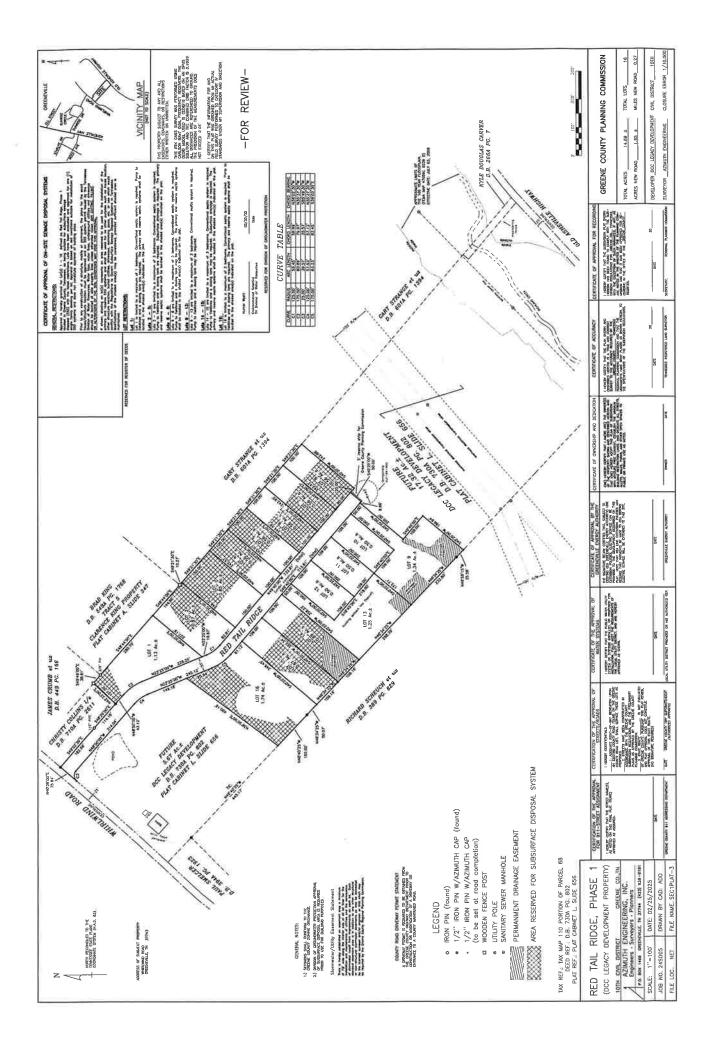
A motion was made by Phillip Ottinger, seconded by Edwin Remine, to accept the list. The motion carried unanimously.

<u>Monthly activity report for Building/Zoning/Planning Office</u>. Tim Tweed discussed the monthly department activity report. A motion was made by Edwin Remine, seconded by Lyle Parton, to accept the report. The motion carried unanimously.

Other Business. Tim Tweed mentioned he had been contacted by a contractor who ran a crew performing bridge repairs, seeking permission to use RVs as temporary housing. Discussion ensued about FEMA wanting to use RVs to house persons displaced by the flooding. A motion was made by Nick Gunter, seconded by Lyle Parton, to recommend a resolution be created that would permit the use of RVs as temporary housing in declared disaster areas. The motion carried unanimously.

There being no further business, a motion was made by Edwin Remine, seconded by Lyle Parton, to adjourn. The motion carried unanimously. The meeting adjourned at 3:40 p.m.

Approved as written:	2
Secretary:	
Chairman/Vice Chairman:	





- Bearing Base is the Tennessee Grid, NADB3/NAVD88.
- 2 Total number of lots is three (3).
- NOTE: There is hereby established an assement area a minimum of 7.5 wide along the interior side of all loft lines for the installation and maintenance of utilities and the conveyance of stommeder until from improvements on stommeder until from improvements on each lot. Such standard easement area is in addition to any other structural or nonstructural stormwater easements as may be delineated by the licensed surveyor and/or engineer or that which may be required by the Greene County Regional Planning Commission. 3. STORMWATER and UTILITY EASEMENT
 - 4. ZONING NOTE Setbacks shall conform to the Greene County Zoning Ordinance.
 - 25 feet off of the roadway centerline has been the required dedication for this plat
- 6. Property is subject to Easements, Notations, Setbacks, Restrictions and rights-of way in the Office of the Greene County Register of Deeds.

Certification of Category and Accuracy of Survey. Survey accuracy shall meet the requirements of the contraction of the Rules of Tennessee State Board of Eramines for Land Surveyors – Standards of Practice. y Inai Itiss is a ratejory IV Strivey. Stavey Chritini is Termersee Stale Gold. NADB-JANAOBB. TI was proceeded in Christiane with the current Coldino of Termessee State Board of the National Surveyors. "Mammus Standards of Pradice.

7. This survey has been done without the benefit of a Title Examination

For Ire bandany, suwey control, and topagraphic aspects of this suwey, RTK (Rebi-time Kinematik) GPS positional and was observed between 12(21) in \$25(20)25, utilizing a limitible R-LR (105S) Receivers, that Frequency land and was observed. However, Histoy off contained as shown were derived in viriging WSS -relevant tol. 1055 Stallocon selectored to AMD 83 (2011) fracts 2010), Good 123.

The Relative positional accupacy - For duplicate single vector GPS observations computed average position difference does not exceed HOO

Est a. Contie



Email: scantrellces@gmail.com Office: 801 Glades Rd Mailing: P. O. 80x 1475 Scott A. Cantrell, RLS TN RLS # 3113 865-696-6643

Gatlinburg, Tn 37738

the Size 24 + 16"

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hareby cartify that I am (we are) the owner(s) of the property in shown and and and I well by a good the property is submission with my local time of the local time in the local time in the local time is submission when my local time ownership is the property weeks, packs, and other restriction less than the size time; along the submission open space to public or private to set as failed.

Dale

Date

I hereby cartily that all street names have been approved by the Green County Emergency Communications District, are in compliance with E-911 specifications, and do not conflict with other street names in the County.

I hereby certify that the subdivision plat shown here has been found to comply with the Subdivision Regulations for General County, Tomorase, with the exception of such variances, if any, as noted in the minutes of the Planning Commission and that it has been approved for exciting in the Office of the County Registrat.

CERTIFICATION OF THE APPROVAL FOR RECORDING

CERTIFICATION OF STREET NAMES

E-911 Calordinator

Bearig Base Tennessee Gild NADB3 / NADB8

REGISTER OF DEEDS

SURVEY REQUESTED BY

Lyndon Sloane and Randy Mead HOMES ALL LLC 2575 LAKESIDE DR WHITE PINE TN 37890 (606) 371-389 (433) 231-6106 lyndons38@hotmail.com



And poor

2. Streets have been constructed in accordance with the

3, State Route is not evaluated by Greene County, pursuant this plat review, and plat approval does not constitute approval of this state route, (No signature required)

NTS

Timothy P. Cuble DB 6844, Pg. 6,26 Tax Map 60, Parcel 510 Michael Warte & Michael Lynne Smyth D.B. 425, Pg. 486

DIVISION OF GROUNDWATER PROTECTION

CERTIFICATE OF GREENEVILLE ENERGY AUTHORITY

The signature below sertifies that, subject to existing GEA line seturation polloses, electric service can be provided to the everticonrent described on this pilet. Note that GEA line seturation professed on this pilet, Note that GEA line seturation pollicies may equally the tall sparkment be made to GEA belone electric services will be extended to this site.

27.45.00° 48.42.46° CHORD BEARING N 15*37:37- E N 22*36'16" W CHORD LENGTH 41.73* ARC LENGTH 42.14 73.97 87.00 87.00

HOMES 4 AL SUBDIVISION PLAT OF: **PROPERTY**

LOTS 1, 2 & 3

LEGEND.

DEED BOOK 723A, PAGE 2152 DISTRICT 7, GREENE COUNTY OWNERS: HOMES 4 ALL, LLC TAX MAP 60, PARCEL 51.04 GILBREATH COMMUNITY ±1.81 ACRES TOTAL TENNESSEE

Power pole

SCALE: 1" = 100' FEBRUARY 25, 2025 ZONING - A-1



I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by the Greene County Planning Commission and that the monuments have been placed as shown hereon, to the specifications of the Subdivision Regulations. CERTIFICATE OF ACCURACY Date of Field Survey: egistered Land Surv SSEE NO. Your Your

Registered Surveyor 3113

To: The Greene County Regional Planning Commission

From: Lyn Ashburn, Research/Special Projects

Date: March 7, 2025

Subject: Proposed revision to the new campground regulations

Greene County Commissioner Jan Kiker contacted staff about the proposed campground regulations, which will be considered by the County Commission at their March 17, 2025 meeting. Commissioner Kiker did not realize that, under both the existing and proposed regulations, carports were not permitted to be constructed over permanently placed campers. She and several other renters at the campground where she keeps her RV already have carports on their campsites. Some of these RV owners have purchased new carports to replace those damaged in the storms and floods this past fall.

The proposed regulations permit decks to be affixed permanently to the ground on campsites where RVs are left in place for an extended period of time. It would be a simple matter of adding one sentence to the proposed regulations, to allow carports.

The wording of the proposed resolution, as recommended by the Planning Commission at their February 11, 2025 meeting, is shown italicized. The addition about carports is shown in bold text):

- 3. Permanent placement of an RV.
 - a. An RV may be permitted to be placed in a campground and maintained in the same location for year-round use provided it is anchored to the site, inspected by the Enforcement Officer, and in their opinion:
 - i. Provides more than one (1) exit from the vehicle in the event of fire; and
 - ii. Has a safe heating source installed in a safe manner; and
 - iii. Wiring is adequate and safe for the intended use; and
 - iv. The RV provides a safe living environment; and
 - v. It meets the requirements of the Flood Ordinance, Zoning Resolution, and any other relevant regulations; and
 - vi. The vehicle complies with all applicable federal vehicle regulations and does not require a special-movement permit to legally use the highways.
 - b. The RV is connected to a septic or sanitary sewer system.
 - c. Underpinning is permitted, but not required.
 - d. Decks are permitted, provided they are permanently anchored to the ground, and not attached to the RV.
 - e. Carports that provide protection to campers may be permanently installed provided they meet applicable building and fire codes.

To:

The Greene County Regional Planning Commission

From:

Amy Tweed, Planning Coordinator

Lyn Ashburn, Research/Special Projects

Date:

February 27, 2025

Subject:

Define "filing" under the provisions of T.C.A. § 13-3-404(a)

T.C.A. 13-3-404(a) states: "When a plat has been filed with the appropriate officials of the planning commission, the plat shall be placed on the agenda of the planning commission within thirty (30) days of the filing or the next regularly scheduled planning commission meeting after the thirty-day period". In order to be sure that the 30 day rule is not violated, staff accepts all plat submissions, even those lacking basic required information. These plats require multiple reviews to get them to the point where they can either be approved administratively, or presented to the Planning Commission for approval.

Because most local surveyors know and follow the *Regulations*, their plats are generally quick and easy to review. Plats that lack basic information take longer to review, because staff has to search for the information to ensure that it is not being overlooked. When plats have incorrect information, such as number of lots or total acreage of the property being subdivided, the review time increases even more because the plat needs to be scrutinized to ensure that nothing else is wrong.

The Planning Office is receiving more plats from non-local surveyors, most of which do not contain information as required by the *Regulations*. Some of these plats have been complex, requiring several hours to review. Because plats are reviewed in the order they are submitted, just one of these plats can delay review of simple plats that meet the requirements. These delays, added to the increase in number of plats being submitted, has led to an increase in the amount of time necessary to review plats and submit comments to the surveyor. Creating even more delay are surveyors who have property owners call or come in into the office to try to get their plat moved up in the review list. This slows the process even more as most property owners are not familiar with land use planning, and explanations of the process and reasons for certain requirements can be lengthy.

Approval time frame. Although not expressly stated, staff is of the opinion state legislators presumed that plats submitted for review and approval would meet the minimum standards for submission. In order to remove any confusion, however, staff proposes that the Planning Commission define "filing", and set minimum standards for plat submission.

Staff recommends that <u>ARTICLE II. A. General</u>, to revised to add #4 (existing wording is in italicized type; proposed wording in bold type.)

A. General

- 1. Any owner of land lying within the Greene County Planning Region wishing to divide such land into two or more lots less than five acres in size, sites, or divisions, for the purpose, either immediate or future, of sale or building development, or wishing to resubdivide for this purpose, shall submit a plan of such proposed subdivision to the Greene County Regional Planning Commission for approval, and shall obtain such approval prior to the filing of the subdivision plat for record. Any such plat of a subdivision of land shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these regulations and shall be presented in the manner specified in the following section of this Article. No plat of a subdivision of land within the Greene County Planning Region shall be filed or recorded by the Registrar of Greene County without the approval of the Greene County Regional Planning Commission as specified herein.
- 2. In order to secure review and approval by the Greene County Regional Planning Commission of a proposed subdivision, the prospective subdivider shall, prior to the making of any street improvements or installations of utilities, submit to the Planning Commission a preliminary sketch plat as provided in Section C following. On approval of said preliminary sketch plat, he or she may proceed with the preparation of the final plat and other documents required in connection therewith as specified in Section D, and the improvements set forth in Article IV.
- 3. A subdivider may omit the submission of a preliminary plat, submitting only a final plat if the following conditions are met:
 - a. All public improvements as set forth in Article IV are already installed. Any construction, installation, or improvements of any public improvements shall require the submission of a preliminary plat as prescribed by Section C of Article II.
 - b. The subdivider has consulted informally with the Greene County Regional Planning Commission technical staff for advice and assistance before the preparation of the final plat and its formal application for approval.

- 4. Filing a plat. The information listed below must be submitted by the Department deadline for a plat to be filed for review and approval.
 - a. An application for subdivision review submitted on the Department website, containing information on the type of approval requested (preliminary, final, administrative, or review only), as well as the requested meeting date (if applicable).
 - b. A digital copy of the plat and construction plans (if any).
 - c. Information that the plat and, if appropriate, construction plans, have been submitted by the applicant to impacted departments/agencies, i.e.:
 - i. The Greeneville Energy Authority (GEA);
 - ii. The utility district providing water and/or sewer to the property
 - iii. The Greene County Highway Department (GCHD) for lots fronting on County roads.
 - iv. TDEC, when septic systems and/or wells are needed on the property.
 - v. Greene County 9-1-1 (only for plats with new roads submitted for final approval.)
 - d. A digitally or physically signed copy of the "Design Professional Certification for Subdivision Plats".
 - e. Any information required for determining compliance with the regulations.
 - f. The plat review fee.
 - g. Copies of plats, construction plans, and other required information may also be submitted to the Department using paper copies, without using the Department website.
- 5. Failure to file a plat.
 - a. Subdivision plats lacking any of the items listed in Article III. A. 4 are considered incomplete, as they do not meet the requirements for filing.
 - b. If initial review of the plat determines that the filing requirements have not been met, staff will end the review process, designate the plat as "incomplete", and provide a written statement to the property owner that the plat is incomplete and therefore hasn't been filed.
 - c. Deviation from the filing requirements, such as not showing an item required as per the subdivision plat checklist, is permitted when staff has been informed of the deviation prior to the plat being submitted. Such deviations most commonly occur if there is a questions about a specific standard or requirement,
 - d. Planning staff shall not designate a plat as incomplete if it is the first time a surveyor submitted a plat without the required information.

DESIGN PROFESSIONAL CERTIFICATION FOR SUBDIVISION PLATS*

	I hereby certify that the	
	subdivision plat, dated, meets the desig	n and plat filing requirements
	of the Greene County Subdivision Regulations.	
	I understand the plat will not be placed on the Planning C	Commission agenda unless it is
	accompanied: by an email or letter stating the type of	approval requested (concept,
	preliminary, final, or administrative); a requested meet	ing date (if relevant); the plat
	review fee, and a completed and signed "Design l	Professional Certification for
	Subdivision Plats";	
	I understand that if this plat does not meet the filing requir	rements, as listed in the Greene
	County Subdivision Regulations, it shall be declared an in	ncomplete plat, and will not be
	approve administratively (if applicable) or placed on the	Planning Commission agenda
	until a completed plat and an additional plat review fee i	s submitted.
* Please i	nitial each line.	
Name (printed)	TN License Number
Name	*	Date
 Firm		Date

To: The Greene County Regional Planning Commission

From: Amy Tweed, Planning Coordinator

Lyn Ashburn, Research/Special Projects

Date: February 28, 2025

Subject: Proposed change to the Greene County Subdivision Regulations re: boundary surveys

Recently, several requests have been made for the Planning Commission to approve boundary surveys, which are drawings of lots created using the metes and bounds descriptions found in deeds. While some of these lots were created before adoption of the *Subdivision Regulations* in June 1972, many are for lots illegally created by deed after this date.

The argument from surveyors and property owners is that, regardless of how the lots were created, they already exist. They state that requiring property owners to have plats prepared that meet the *Subdivision Regulation* requirements is much more expensive than preparing boundary surveys using the metes and bounds description in the original deeds.

Article VI of the *Subdivision Regulations* partially addresses the recording of certain types of boundary surveys, as it permits "two lot subdivisions located on existing public roads [to] be sold by a deed with metes and bounds description without Greene County Regional Planning Commission approval, provided that the subdivision meets the requirements set forth in Article II, Section A, 2. [preliminary plat] of these regulations. Should the owner of property consisting of no more than two lots seek Planning Commission approval for the purpose of recording a subdivision plat, the regulations set forth in Article VI shall apply".

Staff finds the regulations to be inadequate and confusing, and recommends that Article VI be removed in its entirety and replaced with one of the following options (text to be removed is shown in struck-thru type):

ARTICLE VI. REGULATIONS FOR TWO LOT SUBDIVISIONS ON EXISTING PUBLIC RDS.

Two lot subdivisions located on existing public roads may be sold by a deed with metes and bounds description without Greene County Regional Planning Commission approval, provided that the subdivision meets the requirements set forth in Article II, Section A, 2. of these regulations. Should the owner of property consisting of no more than two lots seek Planning Commission approval for the purpose of recording a subdivision plat, the regulations set forth in Article VI shall apply.

Each plat shall be prepared suitable for recording, and shall meet the same platting requirements as for minor subdivision plats, including:

1. A location map.

- 2. All signature blocks properly signed, (except that the County Road Superintendent's signature is not required unless the status of the road is questioned by the County Building Commissioner or the Planning Commission).
- 3. The plat shall show a right-of-way dedication of a minimum of twenty-five (25) feet from the center of the public road along the front of each new lot.
- The plat shall show all existing easements of record.
- 5. The plat shall be submitted at least fifteen (15) days prior to a scheduled Planning Commission meeting to allow time for staff review and for publication of the Planning Commission agenda.
- -6. Both the new lot and the parent lot shall meet all requirements of the Greene County Zoning Resolution for the zone in which the property is located.
- 7. All existing structures shall meet setback requirements of the Greene County Zoning Resolution unless a variance is granted by the Greene County Board of Zoning Appeals.
- 8. For two-lot subdivisions located on existing public roads, all of the parent lot is not required to be shown on the plat, provided that that portion of the parent lot within one hundred (100) feet of the new lot is shown, along with all existing structures located within one hundred (100) feet of the new lot.

<u>Note</u>: the following options would apply for lots that are less than five (5) acres in size, as tracts five acres and larger are not required to be approved by the Planning Commission.

Option A.

<u>Do not accept boundary surveys.</u> Under this option, if a property owner wanted a recorded drawing of their property, they would have to submit a plat that met the requirements of the *Subdivision Regulations*. This would apply to all deeds, even those recorded before the Regulations were adopted in June 1972.

Option B. "Sign off" on boundary surveys, but do not review or approve them. This would consist of having the Secretary or the Planning Coordinator sign a certification stating that the lot shown was created by deed, and not reviewed by the planning commission. This differs from the existing regulations in that it would not be a "subdivision", would not be required to meet any requirements of the *Subdivision Regulations*, staff would not review it but would ensure a deed had been recorded creating the lot, and the item would only be placed on the Planning Commission agenda as acknowledgement that a drawing had been recorded.

If this option is chosen, the Planning Commission would need to determine if all boundary surveys would be permitted, or if only deeds recorded before a certain date would be allowed. For example, the Commission could:

1. <u>Permit boundary surveys of lots created before adoption of the Subdivision Regulations (6/72)</u>. This option would permit owners of legal lots (created before subdivision regulations were

approved) to record their boundary surveys. Lots illegally created by deed after 6/72 could not have a boundary survey recorded. Certifications for the surveyor and Secretary/Planning Coordinator would need to be added to the surveys stating, essentially, that the boundary survey was a representation of a lot created by deed prior to adoption of the *Subdivision regulations*.

- 2. Permit boundary surveys of lots created before adoption of the *Zoning Resolution*. This proposal is based on a standard used by Sullivan County, where they permit the recording of boundary surveys for lots created prior to 1988, when zoning was adopted and their Planning/Building Department was staffed. Recording a boundary survey does not guarantee that a lot can be developed as if it were a legal, conforming lot, and approval may involve certain restrictions, but it does allow Sullivan County to get the lot on record.
- 3. Permit boundary surveys of lots created after another date. This could be any date the Planning Commission desired.

<u>Recommendation</u>. Staff recommends Option B. 2, approving boundary surveys for deeds recorded prior to the adoption of zoning in August 1984, and requiring the two certifications below to be signed.

ARTICLE VI. BOUNDARY SURVEYS

Under the provisions of this section, a boundary survey is a drawing based on a metes and bounds description found in a deed recorded in the Office of the Register of Deeds. The drawing is not based on a subdivision plat, and is not approved by the Planning Commission. Boundary surveys of lots created before September 1, 1984, may be recorded, provided they are submitted to the Planning Office for certification that the lot was created by deed prior to this date. The survey shall contain the following certifications

ertification for Recording. This is to certify that the lot(s) shown on this drawin
as/(were) not approved by the Greene County Regional Planning Commission
it was/(were) created via a metes and bounds description recorded in Plat Boo
Page, on The recording of this drawing does not constitut
representation or warranty regarding: the lot(s) having an existing subsurfac
wage disposal system (SSDS); the lot(s) being approved for such a SSDS by th
ennessee Department of Environment and Conservation, Groundwate
rotection Office, if one is not installed; the availability and adequacy of utilit
rvices; frontage on and access from a county or state road; the lots bein
nildable; or the lot(s) meeting Greene County zoning, building code, or othe oplicable regulations.
reene County Planning Coordinator Date

on a metes and bounds descriptive drawing:		in the Greene
County Registrar's Office on	0	
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To: The Greene County Regional Planning Commission

From: Lyn Ashburn, Research/Special Projects

Date: December 3, 2024

Subject: Plat submission requirements:

• Add regulations addressing the review/approval time frame for administrative plats;

• Replace <u>Article V. Regulations for Review and Approval of Minor Subdivisions</u> with Article V. Time Frame for Administrative Plat Approval.

T.C.A. § 13-3-404(a) requires subdivision plats to be placed on the Planning Commission agenda within thirty (30) days of "filing" (or the next regular meeting after the 30 day period), and to be approved within sixty (60) days of the meeting. Overall, the time frame for approval of plats is, roughly, ninety (90) days. Because the law makes no distinction between plats "filed" for Planning Commission review and those to be approved by staff (administrative plats), it is presumed the state legislature intended for both types of plats to be treated the same. Therefore, to remove any question about the time frame for approval, staff recommends that administrative plats be treated the same as standard plats, and that they be approved or denied within ninety (90) days of "filing". Adopting this time frame would not change staff policy to review and approve/deny administrative plats as quickly as possible. It just acknowledges that administrative plats have the same protection against a "slow-walking" of approval as plats considered by the Planning Commission.

The existing regulations address the approval of administrative plats in Article V Regulations for Review and Approval of Minor Subdivisions. The only difference between a minor subdivision and an administratively approved subdivision is that administrative plats are for no more than two lots, whereas there is no lot limit on minor subdivision plats. Any subdivision where roads and/or utilities are not required to be installed, is a minor subdivision.

Article V establishes a "special review committee" to review and give tentative approval to minor plats, and to grant permission to sell lots in the subdivision pending approval of the full Commission. These provisions are in conflict with state law and should be removed. Instead of just removing Article V and noting that it is "Reserved" for later use, staff proposes that the information on the approval of administrative plats be added in its place. Specifically:

1. Remove the existing wording (shown marked through).

ARTICLE V. REGULATIONS FOR THE REVIEW AND APPROVAL OF MINOR SUBDIVISIONS

This article sets forth procedures designed to expedite the review and approval process for minor subdivisions. Due to the nature of minor subdivisions, no development other than the platting process is required. Therefore, Article IV of the Greene County Subdivision Regulations does not apply to minor subdivisions.

A. Definitions

In order to be considered a minor subdivision, the tract or parcel of land to be subdivided shall be located on an existing open public road that has been accepted and is being maintained by the county or state highway department, and shall be situated in a manner that there are no changes in existing streets, no new streets or easements of access, and no excavation, grading or physical development needed, and the property must be adequately provided with existing community facilities such that no extensions of water, sewer or gas lines are required.

B. General Requirements

All requirements and design standards, including requirements for the preparation of subdivision plats, will be the same as set forth in Articles I through III of the Greene County Subdivision Regulations, except that lots or tracts in minor subdivisions may exceed the 3 to 1 depth to width ratio set forth in Article III Section C, 2., provided that the subdivision is designed to allow for the opening of future streets and logical further re-subdivision in a manner that will promote wide utilization of land without needless duplication of roads and drives. Where the topography of the land is suitable for resubdivision, not more than two contiguous tracts exceeding the 3 to 1 depth to-width ratio will be permitted.

Minor subdivisions will be considered for official approval at each regularly scheduled meeting of the Greene County Regional Planning Commission. In the event that it places an extreme and undue hardship on the developer or selling agent, a special review committee may review the subdivision prior to the regular monthly meeting. The Special Review Committee may grant tentative approval and permission to sell pending official approval by the Greene County Regional Planning Commission. The following procedures and policies shall govern the review and approval of minor subdivisions:

- 1. At least fifteen (15) days prior to the meeting at which it is to be considered, the subdivider shall submit to the Secretary of the Greene County Regional Planning Commission, or the Planning Commission technical staff, four (4) copies of the subdivision plat.
- Requests for special review and approval due to hardship must be accompanied by a statement explaining the nature of the hardship and reasons why special review is necessary.
- Preliminary approval may be granted prior to Health Department approval (includes basic layout and design of the subdivision and development requirements).
- 4. Permission to sell, subject to final approval, may be granted either by the full Planning Commission or by the Special Review Committee.

- 5. Permission to sell cannot be granted unless the plat has received Health Department approval.
- 6. The subdivision must be properly marked at all corners and survey points with iron pipe or solid steel rods not less than one half (1/2) inches in diameter and twenty-four (24) inches in length.
- 7. If permission to sell is granted, the sale is made subject to any changes or additional requirements requested by the Planning Commission for final approval, and buyers of the property shall be properly informed of these conditions by the seller of the property.

2. Add the following:

ARTICLE V. TIME FRAME FOR ADMINISTRATIVE PLAT APPROVAL

Administrative (one- and two-lot minor) subdivisions shall be reviewed and approved in the same time frame as plats being considered by the Planning Commission, as per T.C.A. 13-3-404(a).

To: The Greene County Regional Planning Commission

From: Lyn Ashburn, Research/Special Projects

Date: December 3, 2024

Subject: Plat submission requirements: Revising submission deadline for plats

The present *Subdivision Regulations* require plats to be submitted "at least fifteen (15) days prior to the Planning Commission meeting". Because the requirement does not specify business days, the standard has been enforced as 15 calendar days. In 2024 this resulted in an average of 10.5 days for plat review, though the range was from eight days to eleven days.

Below is a list of average review time frames, based upon different submission requirements (2024 data).

Submission Date: 15 Days before Meeting
Submission Date: 25th of month
Submission Date: 20th of month
Submission Date: 15 Business Days
10.5 days
10.3 days
15.0 days

Submission Date: as permitted by T.C.A. 19.7 days (30 days before mtg.)

The present rate of plat submissions requires Planning staff to work after hours and on weekends in order to keep up with submissions. Requiring all plats to meet minimum standards, as requested elsewhere, will help with the situation. However, staff believes that moving the submission date is the only way to address the increase in the number of plats.

As the 10.5 day time frame has proven to be inadequate, staff is requesting that Greene County adopt the standard set by Greeneville, which is submission by the 20th of the month preceding the meeting. This would require changing the following sections of the *Subdivision Regulations* (text to be removed is shown struck thru; text to be added is in bold):

Article II.C.1 would be revised as follows:

1. At least fifteen (15) days prior to the meeting at which it is to be considered, the subdivider shall submit to the Secretary of the Greene County Regional Planning Commission, or to the Planning Commission technical staff four (4) copies of a preliminary sketch plat of the proposed subdivision in order to allow the Planning Commission technical staff and utilities heads time to review and prepare recommendations to the Planning Commission. At least four (4) copies of a plat shall be submitted to the Planning Office by the 20th day of the month prior to the meeting at which the plat is to be considered.

Article II.D.2 would be revised as follows:

2. In order to allow the Planning Commission technical staff and utilities companies time to review and prepare recommendations for the Greene County Regional Planning Commission, at least fifteen (15) days (excluding scheduled county holiday) prior to the meeting at which it is to be considered. The final plat shall be submitted to the Greene County Planning Office by the 20th day of the month prior to the meeting at which the plat is to be considered.

To:

The Greene County Regional Planning Commission

From:

Amy Tweed, Planning Coordinator

Lyn Ashburn, Research/Special Projects

Date:

March 4, 2025

Subject:

Revise the Greene County Subdivision Regulations concerning the subdivision of

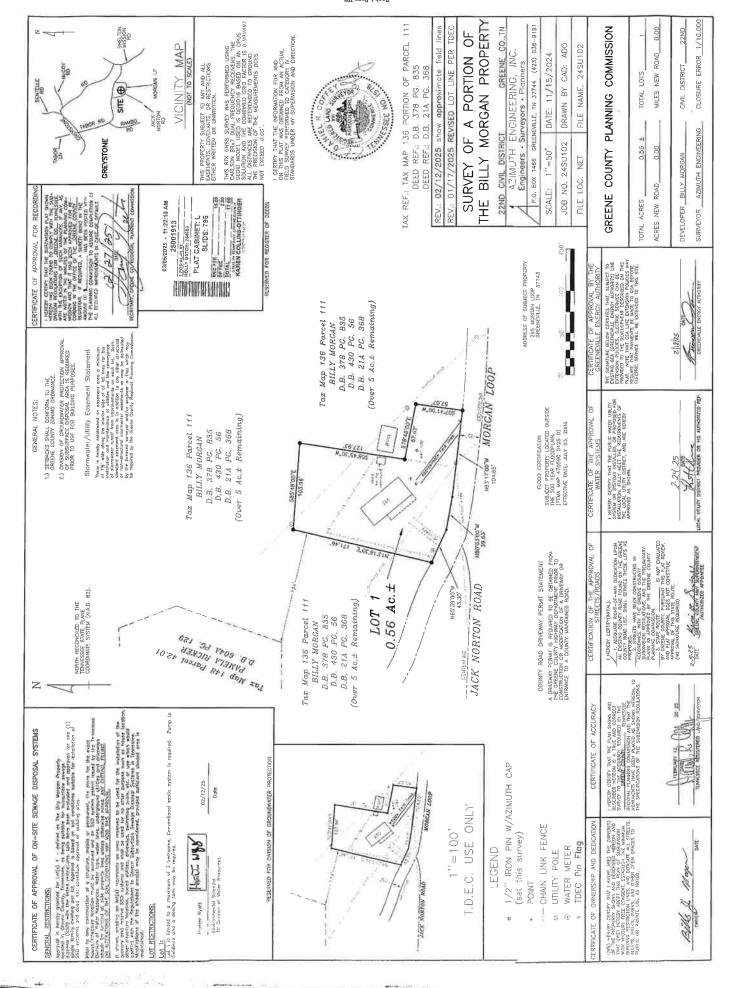
property at the terminus of County roads.

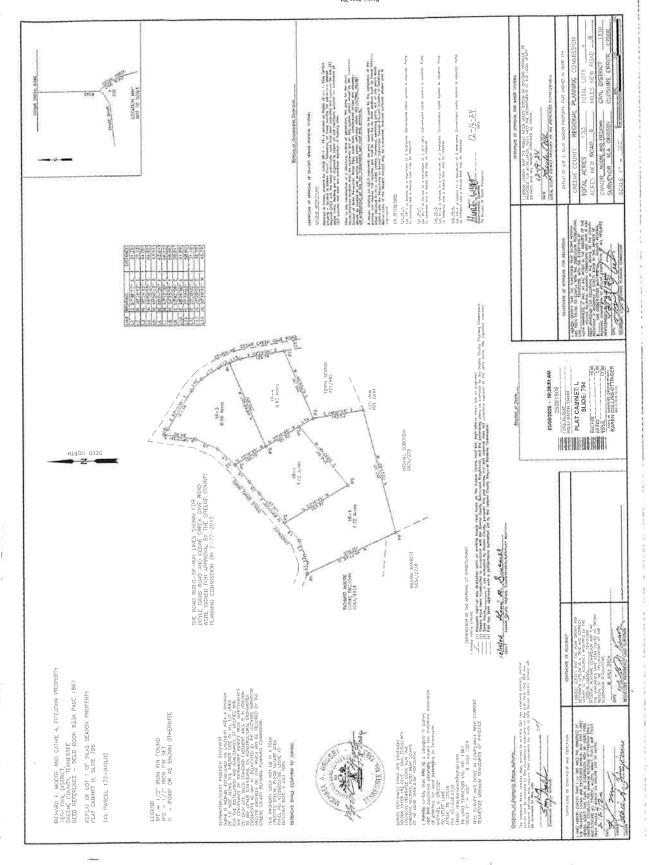
At the January 14, 2025 meeting, the Planning Commission approved a plat for property located at the end of a County road. They also granted a variance to the requirement that the subdivider construct a turn-around, or dedicate right-of-way for a turn-around, at the terminus. The rationale for the variance was that the proposed lots were located at the end of an existing street, and each lot had adequate frontage without construction of a turn-around. Staff was directed to prepare a clarification to the *Regulations* that subdividers were not required to dedicate right-of-way or construct turn-arounds in such situations.

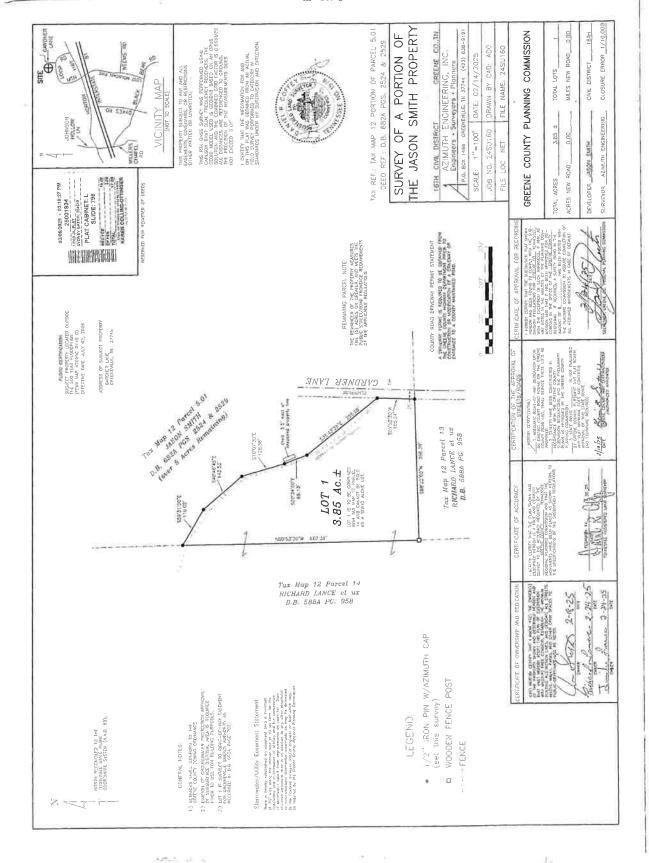
Staff proposes that Article III of the *Subdivision Regulations* be revised as follows (existing wording in regular type; proposed changes in bold type):

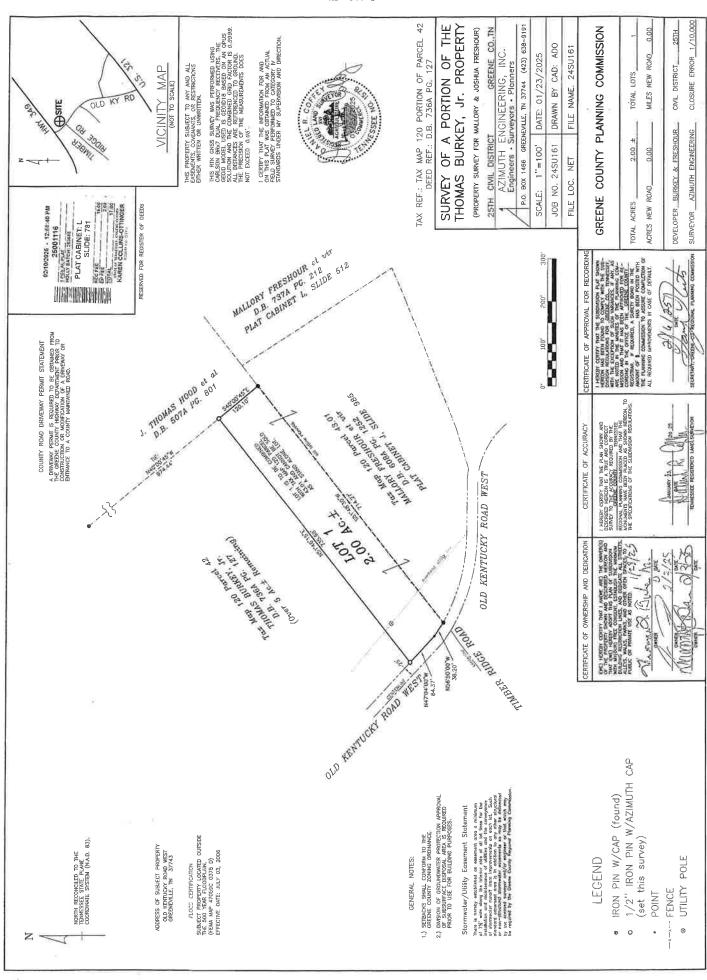
ARTICLE III. GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF DESIGN

18. Extension of streets at the terminus of existing roads. When a lot or lots are created at the terminus of an existing County road, and the road itself is not being extended, the subdivider is not required to dedicate right-of-way for a turn-around, or to construct a turn-around, whether temporary or permanent.









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