



THE CITY OF JACKSONVILLE

**PLANNING AND ZONING BOARD MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, JANUARY 17, 2023
12:00 PM**

**CLAUDE ARMSTRONG
BECKY PAVLETICH
ELAINE MCDONALD
BRENDA STAHELIN
ANDY CALCOTE**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE.**
- 4. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 5. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 6. CITIZEN PARTICIPATION**
- 7. QUESTIONS, COMMENTS, DISCUSSION**
- 8. ADJOURN**

Posted this the 13th day of January 2023.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Clerk

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devices); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.

[Home](#) [Submit a notice](#)powered by  **PUBLIC NOTICES**[All Notices](#)[Legal Notices](#)[Public Notices](#)

Public Notice

[Back](#)

Source Jacksonville Progress

Category Public Notice

Published Date January 7, 2023

Notice Details

CITY OF JACKSONVILLE PLANNING & ZONING COMMISSION NOTICE OF PUBLIC HEARING
TUESDAY, JANUARY 17, 2023, AT 12:00 P.M. CITY HALL 315 S. RAGSDALE STREET,
JACKSONVILLE, TEXAS 75766 The Planning & Zoning Commission will hold a public hearing for
the following requests: REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF
SAM BOLES ROAD ON MYRTLE DRIVE. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC
INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND
TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A
CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL
CONSIDERATION. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL
AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC
SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL
CONSIDERATION. This item is currently scheduled to appear before the City Council on
TUESDAY, FEBRUARY 14, 2023, at 6:00 P.M. in the Council Chambers of City Hall, 315 S.
Ragsdale Street, Jacksonville, Texas, 75766.

JACKSONVILLE PLANNING AND ZONING BOARD MEETING
TUESDAY, DECEMBER 20, 2022
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER

Mr. Armstrong called the meeting to order at 12: 00 PM.

PUBLIC HEARING

Mr. Armstrong declared the meeting open to the public.

APPROVAL OF MINUTES

Ms. McDonald made a motion to approve the minutes as written. Mrs. Pavletich seconded the motion. Mr. Armstrong called for a vote, all members voted aye.

**CONSIDER A REQUEST FOR A SPECIAL USE PERMIT
LOCATED AT 540 EL PASO STREET.**

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated the subject property had a previous SUP approved on May 14, 2019, but due to a fire on June 12, 2022 that destroyed 50% or more, the original SUP was voided, and that Ms. Graham's plan is to use the carriage house until construction is finished on the main house. Mr. Hubbard also mentioned The City is an advocate and has no concerns regarding a new SUP. Mr. Hubbard did mention in the prior SUP there was a clause stating the City needed copies of contracts for a valet service and didn't feel that it was warranted moving forward. Mr. Armstrong opened the meeting up to the applicant or to those in favor. Whitney Graham was present. Mrs. Graham, stated she had a structural engineer on site and planned on redoing all the baths, all new electrical in the kitchen, plumbing, trusses and shoring. Ms. Graham stated the historical value is still there and intact and has plans to divide electricity, gas and plumbing from the main house to the carriage house. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Hubbard did state that the mayor and himself received a call regarding information but no concerns were listed. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald stated she saw no problems with reinstating the SUP. Mr. Armstrong asked for clarification regarding the valet service. Mr. Hubbard stated in the previous SUP that the City was asking for copies of valet parking contracts and that there hadn't been any issues with parking or traffic in the area. Mr. Armstrong closed that portion of the discussion. Mrs. Pavletich made a motion to approve the requested SUP at 540 El Paso St with the recommendations. Ms. McDonald seconded the motion. Mr. Armstrong called for a vote, all members voted aye. Motion carries.

**CONSIDER A REQUEST FOR A SPECIAL USE PERMIT
TO ALLOW FOR A CHANGEABLE ELECTRONIC
MESSAGE SIGN LOCATED AT 701 S. MAIN STREET.**

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated that due to the new sign ordinance that was adopted, all Changeable Electronic Message Signs now require an SUP. Mr. Hubbard stated that with tech advances and cost lowering they will look at them on a case by case basis. Mr. Hubbard stated there is an existing monument shell located at 701 S. Main St. Mr. Armstrong opened the meeting up to the applicant or to those in favor. David Peters, the applicant, was unable to attend. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald asked if there was a time frame or if it could be on 24/7. Mr. Hubbard stated there is no ordinance against it. Mr. Calcote made a motion to approve the SUP request as long as it complied with City ordinance. Mrs. Pavletich seconded the motion. Mr. Armstrong asked for a vote. All members voted aye, Motion carries.

**REVIEW A PRELIMINARY PLAT OF 16.847 ACRES
LOCATED EAST OF SAM BOLES ROAD ON MYRTLE
DRIVE**

Mr. Hubbard stated the applicant did not submit everything needed and that it would be on the next Planning and Zoning agenda in January.

CITIZEN PARTICIPATION

QUESTIONS, COMMENTS, DISCUSSION

DECEMBER 20, 2022
PAGE 2

ADJOURN

Mr. Armstrong adjourned the meeting at 12:25 PM.



City of Jacksonville Zoning Application

Request: Please check the type of zoning you are requesting:

- ☐ General Zone Change (see fee ordinance for the current fee; fee is nonrefundable)
- ☒ Special Use Permit (see fee ordinance for the current fee; fee is nonrefundable)
- ☐ Temporary Use Permit (see fee ordinance for the current fee; fee is nonrefundable)

A **General Zone Change** is a request by an Applicant for a change in a designated Zoning District within the City limits of the City of Jacksonville. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES IN ZONING DISTRICTS)

A **Special Use Permit** is a permit requested for a land use not permitted by right in the Zoning District in which the special use permit is being sought. Each Zoning District has specific Special Use Permits. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES OF ZONING DISTRICTS)

A **Temporary Use Permit** is a request initiated by a property owner, or authorized agent, by filing an application with the Planning and Zoning Commission. The application shall be accompanied by a site plan, drawn to scale, showing the location and arrangement of the proposed temporary use. A Temporary Use Permit is for temporary use of property for an event or action that is not to be construed as permanent.

Applicant Information

Name/Entity: HX Group LLC / Joseph Lee

Street Address: City: State: Zip:

Telephone Number: 909-331-5999 Email: hxgroup@yahoo.com

Property Owner Information

(complete if different than Applicant; if different, *Authorized Agent Form* is required)

Name/Entity:

Street Address: City: State: Zip:

Telephone Number: Email:

Property Information (to be rezoned)

Lot: A41 TR12 Block: 3413 Addition:

Street Address: 1521 E. Rusk St. City: Jacksonville State: TX Zip: 75766

Plat Page No(s) (if applicable):

Current Zoning District: B 1 & 2 Family



City of Jacksonville Zoning Application

Request Information

Requested Zoning District: C - Multifamily

Requested Special Use Permit: Convalescent/Nursing Home⁺

STATEMENT REGARDING RESTRICTIVE COVENANTS/DEED RESTRICTION:

I have searched all applicable records, and to my best knowledge and belief, there are no restriction covenants that apply to the property as described in Part I (B) which would conflict with this rezoning request.

Applicant Name: Joseph Lee

Applicant Signature:

Date:



CITY OF JACKSONVILLE
1220 S Bolton St., Jacksonville, TX 75766
Phone: 903-589-3510 customerservice@jacksonvilletx.org
Call or email for Inspection

COMMERCIAL ADDITION PERMIT

PERMIT #: 1181

Date Issued: 12/08/2022

JOB ADDRESS: 1521 E Rusk

Issued By: jkv.kmarks

Description of Work: ZONING MODIFICATION W/SUP

Parcel No:

Subdivision:

Zoning:

Building Valuation:

Occupancy	Type	Factor	Sq Feet	Valuation
-----------	------	--------	---------	-----------

TOTALS

Owner: HX LLC
1521 E Rusk
Jacksonville TX 75766

Owner Phone:

Contractor: HX LLC
1521 E Rusk
Jacksonville TX 75766

Email:
Phone:
Business Lic:

FEE CODE	QTY	DESCRIPTION	AMOUNT
ZONING		ZONING MODIFICATION	\$ 75.00
TOTAL			\$ 75.00

This permit is non-transferable and expires 180 days from issue if work has not commenced, or if construction ceases for a period of 180 days. The undersigned applicant acknowledges that he is responsible for calling for each inspection required for this project before beginning the next phase of construction. THIS INCLUDES A FINAL INSPECTION FOR ALL TYPES OF CONSTRUCTION. Permission is hereby given to commence the above described work, according to the conditions hereon and in accordance with the approved plans and specifications pertaining thereto. The permit or approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable City of Jacksonville ordinances, federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations and the Americans with Disabilities Act, City staff may advise the applicant of issues regarding State and Federal laws that the City staff member believes would be helpful to the applicant, but any such advice or comment is not a determination or interpretation of Federal or State law or regulation.

All commercial dumpsters must be provided by Republic per City Ordinance. (800) 678-7274

Signature: _____

Chris Silvey

Date: _____

12-08-22



CITY OF JACKSONVILLE, TX

315 S Ragsdale
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

Commercial Building Permit Application

Business Name:

Primary Contact Name:

HX LLC Joseph Lee

Phone (Cell Phone Preferred):

Email Address:

909-331

Project Address:

City:

State:

Zip Code:

1521 E RUSK ST Jacksonville TX 75766

Lot:

Block:

ABS/SUBD:

8.23 acre

Occupancy Classification:

Total Job Cost:

Total SQ. Footage Under Roof:

The items listed below must be checked if applicable to your commercial project. If any items needed below for plan review are not submitted, then the City of Jacksonville Inspection Department will not accept drawings for review. For explanation of checklist items, please refer to description (building permit) handout.

Please include two sets of complete plans and specifications consisting of the following (18" x 24" minimum).

- ☐ SITE PLAN SHOWING: EASEMENTS, UTILITIES, STRUCTURES, DRAINAGE PLAN, EROSION CONTROL, WATER SHED, PARKING AND SETBACKS OF BUILDING FROM PROPERTY LINES
- ☐ FOUNDATION PLAN
- ☐ FLOOR PLAN
- ☐ PLUMBING DRAWINGS ON PLAN
- ☐ ELECTRICAL DRAWINGS ON PLAN
- ☐ MECHANICAL DRAWINGS ON PLAN
- ☐ ENGINEERING AND/OR ARCHITECT SEALS WHERE REQUIRED BY STATE LAW (COMMERCIAL OVER 5,000 SQ. FT. OR CLEAR SPANS 24 FT OR GREATER)
- ☐ SOIL REPORTS AND DESIGN SPECIFICATIONS (NEW COMMERCIAL OVER 5,000 SQ. FT.)
- ☐ TAS (TEXAS ACCESSIBILITY STANDARDS) REGISTRATION NUMBER (COMMERCIAL OVER \$50,000 IN COST)
- ☐ ASBESTOS SURVEY BY LICENSED PERSONNEL (COMMERCIAL REMODEL OR DEMOLITION)
- ☐ COMCHECK-ENERGY COMPLIANCE
- ☐ ELEVATION CERTIFICATE BY LICENSED ENGINEER OR SURVEYOR (BUILDINGS WITHIN 100 YEAR FLOODPLAIN)
- ☐ FIRE SPRINGLLER SYSTEM AND/OR FIRE/SMOKE DETECTION SYSTEM PLANS
- ☐ FIRE SEPARATION RATINGS/FIREWALL PLANS
- ☐ TPDES STORM WATER PERMIT (MUST BE POSTED ON THE JOB AS REQUIRED BY THE STATE OF TEXAS)

****All commercial dumpsters must be provided by "Republic Services" per City Ordinance.****

Signature:

Date:

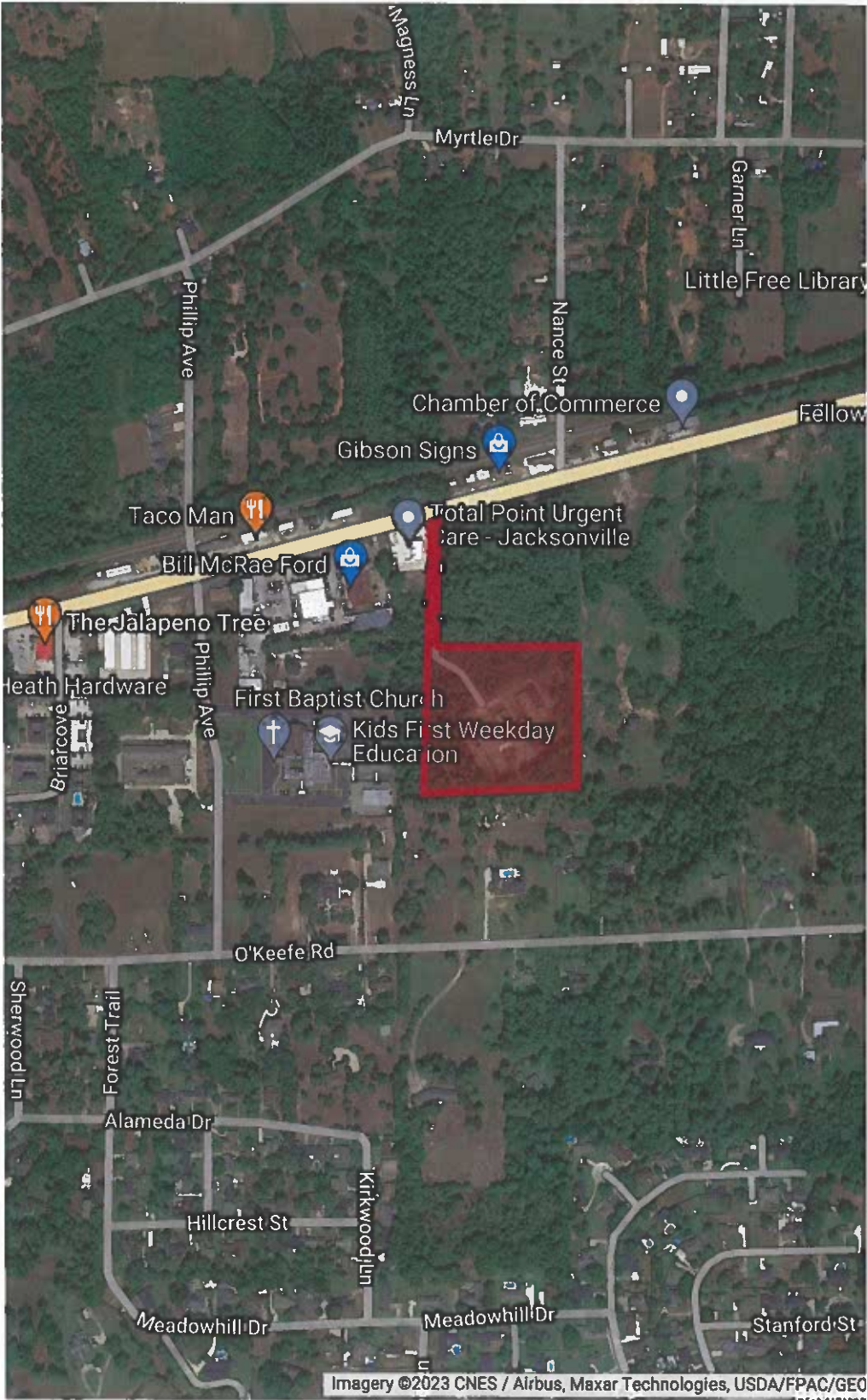
Joseph Lee 12/2/2022

SUP for Nursing Home

Untitled layer



Property Boundary



Property Address	Zip Code	Owner Name	Mailing Street
1719 E RUSK ST	75766	CALDERON,ANN MARTINE	1719 E RUSK ST
1604 OKEEFE RD	75766	CONFIDENTIAL NAME	Confidential
1510 OKEEFE RD	75766	COX KELLY AND JANNA	1510 OKEEFE RD
1610 E RUSK ST	75766	CRANE,KENNETH BARNUM	1610 E RUSK ST
1608 E RUSK ST	75766	D,WARREN ROGER &JACKIE D D	509 COUNTY ROAD 1424
210 PHILIP ST	75766	FIRST BAPTIST CHURCH OF JACKSONVILLE	P O BOX 1228
NO ADDRESS ASSIGNED	75766	FIRST PRIME REALTY INC	1295 TRAILRIDGE DR
1521 RUSK E JACKSONVILLE	75766	GARDENDALE REALTY LLC	111 CLIFTON AVE
1608 OKEEFE RD	75766	GORHAM RANDALL R & CHERYL J	1608 O'KEEFE RD
1515 E RUSK ST	75766	JACKSONVILLE VENTURE	1511 E RUSK ST
1610 E RUSK ST	75766	JONES BESS ELLEN	2309 O'KEEFE ROAD
1508 OKEEFE RD	75766	MCWILLIAMS JASON C AND AMANDA I	1508 OKEEFE RD
1604 OKEEFE RD	75766	NOT AVAILABLE FROM COUNTY	
1610 OKEEFE RD	75766	PARKER, TROY	1610 OKEEFE RD
1517 RUSK E JACKSONVILLE	75766	SCF RC FUNDING IV LLC	47 HULFISH STREET SUITE 210
1510 OKEEFE RD	75766	SORRELLS,JAMES G & VIRGINIA	1510 OKEEFE RD
1517 E RUSK ST	75766	SRI SAI JACKSONVILLE LLC	1601 ELM ST STE 4210
1508 OKEEFE RD	75766	VOSS,ROY E & BOBBI A	1508 OKEEFE RD
1608 E RUSK JACKSONVILLE	75766	WARREN ROGER D AND JACKIE D	509 CR 1424

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: Myrtle Estates
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Owner: Name Adam Meredith Dodson
Address 790 County Rd. 3906 Jacksonville, Tx
Telephone _____

3. Licensed Surveyor or Engineer:

Agent: Name Monty Nixon - Summit Surveying, Inc.
Address 2040 Deerbrook Dr. Tyler, Tx 75703
Telephone 903-561-9544

4. Location of proposed subdivision: Myrtle Drive

5. Easement or other restrictions on property (describe generally):

Proposed Drainage, Utility Easements AS SHOWN ON PLAT

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

Myrtle Community LLC (west), Union Pacific Railroad (south)

Afton Grove Wreath Supply (East), Jackie Blaschke (North), Keith Fleming (North) CONT'D.

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

8. The undersigned hereby requests approval by the Planning and Zoning Commission of the above identified subdivision plat.

Signature  Monty Nixon Date 11/30/22

This will acknowledge receipt of _____ in payment of the fee for the above requested approval of applicant's preliminary/final plat made payable to the City of Jacksonville:

Date: _____ Signed: _____

****ALL TAX CERTIFICATES MUST BE PRESENTED BEFORE FILING OF THE FINAL PLAT. NO TAX RECEIPTS WILL BE ACCEPTED. ****

PRESENT THE FOLLOWING CHECKS WITH YOUR APPLICATION.

MAKE TWO SEPARATE CHECKS: 1. City of Jacksonville \$136.00

2. Cherokee County Clerk: \$ 61.00

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: _____
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Name _____
Address _____
Telephone _____

3. Licensed Surveyor or Engineer:

Name _____
Address _____
Telephone _____

4. Location of proposed subdivision: _____

5. Easement or other restrictions on property (describe generally):

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

ADAM, Meredith Denson (North), Carolina Lopez (North), Guadalupe Calvillo (North),
Victor Aguilar (North), Katherine Patterson (North)

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

8. The undersigned hereby requests approval by the Planning and Zoning Commission of the above identified subdivision plat.

Signature _____ Date _____

This will acknowledge receipt of _____ in payment of the fee for the above requested approval of applicant's preliminary/final plat made payable to the City of Jacksonville:

Date: _____ Signed: _____

****ALL TAX CERTIFICATES MUST BE PRESENTED BEFORE FILING OF THE FINAL PLAT. NO TAX RECEIPTS WILL BE ACCEPTED. ****

PRESENT THE FOLLOWING CHECKS WITH YOUR APPLICATION.

MAKE TWO SEPARATE CHECKS: 1. City of Jacksonville _____

2. Cherokee County Clerk: \$ 61.00____

TAX CERTIFICATE

ACCT # 107109000
DATE 12/01/2022
KR



CHEROKEE COUNTY TAX OFC
135 SOUTH MAIN COURTHOUSE
RUSK, TEXAS 75785
(903) 683-5478

Cert# 220079
FEE 10.00

Property Description	
A 41 BLK 3408 TR 11	J PINEDA H07
PROP TYPE-E4 PCT OWNER-	
VL-2702 PG-488 DT-060222	
TOWN -	LOCATION-
ACRES -	16.847

Values	
LAND MKT VALUE	70,750
LAND AGR VALUE	
EXEMPTIONS GRANTED:	NONE
IMPR/PERS MKT VAL	
MKT. BEFORE EXEMP	70,750
LIMITED TXBL. VAL	

MCGARRAHAN CHRISTOPHER MARK AND NAFISA A
626 HUNTWICK LN
TYLER TX 75703

Tax certificate is issued with most current information available. If account is subject to change such as exemption removal, per Section 26.15 Texas Property Tax Code, additional tax may be due. Taxes have been paid up to and including year 2022.

TAXES 2022	LEVY	P&I	ATTY FEES	AMT DUE
	.00	.00	.00	.00
	-----	-----	-----	-----
	.00	.00	.00	.00
				=====
		TOTAL DUE 12/2022		.00
ACCT # 107109000		TOTAL DUE 01/2023		.00

BREAKDOWN OF TAX DUE BY JURISDICTION				
JURISDICTION	LEVY	P&I	ATT FEES	TOTAL
CHEROKEE COUNTY	.00	.00	.00	.00
LATERAL ROAD	.00	.00	.00	.00

TAX LEVY FOR THE CURRENT ROLL YEAR: COUN	261.78
TAX LEVY FOR THE CURRENT ROLL YEAR: LTRD	106.13
TOTAL TAX LEVY FOR THE CURRENT ROLL YEAR	367.91
REQUESTED BY:	
SUMMIT SURVEYING	

Shonda Petter

Signature of authorized officer of collecting office





SUMMIT SURVEYING, INC.
2040 DEERBROOK DR. • Tyler, Texas 75703
PH (903) 561-9544 FAX (903) 561-9545
TBPLS Firm No. 10081000

LETTER OF TRANSMITTAL

TO: City of Jacksonville
Attention: Chris Silvey

WE ARE SENDING YOU

Blue Prints

Reproducible

Diskette

Land Description

Other

Date 11-30-22	22-056
Myrtle Estates	

COPIES	DATE	NO.	
6			Preliminary Plat
1			Application, Tax Certificate, Check No. 23991 \$136.00 (City)
			Check No. 23990 \$61.00 (County)

THESE ARE TRANSMITTED as checked below:

For approval

For your use

☒

As requested

For review and comment

SIGNED:


MONTY NIXON, RPLS

DELIVERY VIA: ☐ MAIL ☐ OVERNIGHT ☒ HAND DELIVERY ☐ PICK-UP ☐ OTHER

0-----
DATE : 12/1/2022 10:28 AM
OPER : KM
KBY : km
TERM : 9
REC# : R00121898
=====

BP-easy pay BUILDING PERMIT 136.00
1165 136.00CR
Myrtle Estates S/D
Myrtle Drive S/D
RES-NEW 136.00CR

Paid By:Myrtle Estates S/D
K 136.00 REF:23991

APPLIED 136.00
TENDERED 136.00

CHANGE 0.00

Preliminary Plat Checklist and Comments

Applicant Name	Monty Nixon	Applicant Phone	903-561-9544
Applicant Email	mInsummit@tyler.net		
Subdivision Name	Myrtle Estates		
Date Received		Fees Paid	\$75
Planned P&Z Date	17 JAN 2023		
1. Submittal Information			
1a	☒	Six (6) copies received with a scale of one hundred (100) feet to the inch	
2. Existing Features Inside Subdivision			
2a	☒	Existing boundary lines of the land to be subdivided. Boundary Lines shall be drawn heavy.	
2b	☒	Location of existing water courses, highways and roads, and other similar drainage and transportation features, and other important features, such as township lines, political subdivisions or corporation lines, and school district boundaries.	
2c	☐	Location and width of existing streets, alleys, easements, buildings, and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract with pipe sizes, grades and locations indicated.	
2d	☒	Topographical information contour lines at two-foot intervals. All elevations shall be referred to U.S.C.G.S. datum.	
2e	☒	The tract designation and other description according to the real estate records of the county clerk or assessor.	
3. Existing Features Outside Subdivision			
3a	☒	The property lines and name of adjoining property owners in unsubdivided tracts.	
3b	☒	The name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., it shall also show how these features connect or relate to streets and alleys of the proposed subdivision. All lines outside of the boundaries of the subdivision to be drawn in dashes.	
3c	☐	Right-of-Way dedication.	
4. New Features Inside Subdivision			
4a	☒	The proposed name of the subdivision.	
4b	☐	The location, width, and names of proposed streets.	
4c	☐	The locations, numbers, and approximate width and depth of all lots, blocks, and other uses. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.	
4d	☒	Designation of the proposed uses of the land within the subdivision.	
4e	☐	The location of building lines, alleys, and easements.	
4f	☒	The location and approximate dimensions and size of sites for schools, churches, parks, public buildings, and other special land uses, together with the purpose, conditions, and limitations of such uses, if any.	
4g	☒	The approximate acreage of the property to be subdivided.	
4h	☐	A plan of the proposed water and sewer lines and proposed drainage of facilities including drainage areas, calculated run-off, and points of concentration.	
4i	☒	The proposed location of fire hydrants and their spacing, and that the same has been approved by this office as to location and spacing.	



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Background

At the July 13, 2021 meeting, City Council adopted Ordinance O-2021-01 revising the City's Sign Regulations. This update came after almost two decades without a change and was the result of work in partnership with Planning Concepts and the Jacksonville Economic Development Corporation (JEDCO). The update includes measures to improve safety and beauty along commercial routes. In general, the new regulations include: 1) an expanded list of allowable sign types 2) additional clarity on prohibited sign types 3) further limitations on new billboards.

Enforcement of the new ordinance began in February 2022.

The Committee

At the April 7, 2021 City Council Agenda Workshop, staff provided a progress update regarding implementation of the updated sign regulations. Staff cited challenges and concerns fielded from businesses while making progress regulating temporary signs. Upon hearing the concerns, City Council directed staff to establish an ad hoc committee to review the sign ordinance.

The six-member Ad Hoc Sign Committee was established and began meeting in May.

Meeting dates

- 1 May 26
- 2 June 2
- 3 June 21

Committee Members

- | | | | |
|---|-----------------|---|--|
| 1 | John Atkinson | - | Peoples Church |
| 2 | Wesley Dyer | - | Dyer's Premier Portable Buildings and Trailers |
| 3 | Brenda Stahelin | - | Ebby Halliday Real Estate |
| 4 | James Crane | - | Gibson Signs |
| 5 | Chad DeVillier | - | Prime Controls and JEDCO Director |
| 6 | Theresa McCrary | - | Dave's Automotive and Towing |



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Findings

The Committee reviewed the existing sign regulation ordinance to include prohibited sign types, allowable temporary sign types, and permanent sign regulations. Most of the Committee's focus was on regulations relating to temporary and prohibited signs.

The Committee's effort resulted in six (6) recommendations.

Recommendations

1. Grand Opening Signage

Current:

Temporary signs advertising the grand opening of a business may be permitted for thirty (30) days. Grand opening signs are limited to one (1) sign per lot and must comply with the size and location requirements of this section. Sec. 3(d)(3)

Recommendation:

The following regulations apply to grand opening signage permits:

Eligibility: Upon issuance of a certificate of occupancy and within one year thereafter, a business shall be allowed to receive a grand opening sign permit when one of the following conditions applies:

- a. When a certificate of occupancy has been issued to the new business, or
- b. When a certificate of occupancy has been issued to an existing business which has substantially remodeled and the cost of the renovation exceeds sixty (60) percent of the current value of the building or lease-space, excluding the value of the land, according to the most recently approved tax roll.
- c. Change of business ownership

Allowable Signs: Allow all sign types so long as their size and placement does not create a safety concern.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Permit: A permit shall be required for a business to utilize the grand opening signage provisions. No permit fee shall be required for a grand opening sign permit. The use of a grand opening sign permit shall have no effect on the number of subsequent temporary sign permits that may be authorized for a business occupancy.

Duration: A grand opening sign permit shall be valid for a period not to exceed thirty (30) consecutive calendar days. Change of business ownership permits shall not exceed fifteen (15) consecutive calendar days.

2. Temporary Signs

Current:

Allowable Type: Banner and coroplast signs

Duration: Seven (7) days per calendar quarter

Permit Fee: \$25

Location: One temporary sign is allowed per lot. If the lot has more than one (1) business or tenant, two (2) temporary sign permits per quarter year may be issued. Multiple signs may not be displayed concurrently.

Recommendation:

Allowable Type: Banner and coroplast signs

Duration: Thirty (30) days per calendar quarter

Permit Fee: \$50

Location: allow concurrent display on lots with more than one (1) business.

3. Wall Signs

Recommendation:

Add language clarifying that any sign type attached in a permanent fashion is allowed so long as it meets the requirements of the wall signs. Clarify that banner-type signs may be permanently mounted and used as wall signs.

Memo



Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommend a solid substrate such as plastic or metal. Enforce sign condition standards.

4. Sandwich Board Signs and Blade Signs

Current:

"Blade" signs are only permitted in the Jacksonville Downtown Core (JDC) boundaries. "Sandwich Board" signs are allowed in all non-residential zoning districts, but only signs located in the (JDC) are allowed to contain a commercial or advertising message. Signs outside of the JDC are only allowed to display "information."

Figure 2 — Jacksonville Downtown Core (JDC)



Jacksonville Downtown Core (JDC)



JDC Boundary



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

"Blade" and "Sandwich Board" signs should have the same regulations in all non-residential zoning districts.

5. Residential Flagpoles and Flags

Current:

Flags and flagpoles.

Flags and flagpoles are allowed as follows:

- a. Single-family residential lots.
 - i. Only one (1) flagpole is permitted on any single-family residential lot;
 - ii. There shall not be more than two (2) flags on the flagpole at any time;
 - iii. In lieu of a flag pole, a single family residence may have up to two (2) flags on individual poles mounted to the residential structure;
 - iv. No flag or flagpole on any single-family residential lot shall bear a commercial message;
 - v. Flags shall not exceed twenty-four (24) square feet in area; and
 - vi. Flagpoles shall not exceed twenty-five (25) feet in height.
 - vii. A sign permit is not required.

Recommendation:

Remove regulation related to the number of flagpoles and flags allowed per pole. Add provision requiring flags and flagpoles to be maintained in good condition free of significant corrosion, deterioration, tears, and fraying.

6. Feather Pennant Signs

Current:

Sign type prohibited on all occasions.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

Allow: one (1) feather pennant per driveway access during business hours. No more than three (3) signs per property. Properties with undefined driveway approaches shall be entitled to one (1) feather pennant regardless of the number of tenants.

Permit: none required