

**OFFICIAL MINUTES**  
McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION  
19 SEPTEMBER 2013 RESCHEDULED MEETING AGENDA  
McKENZIE MUNICIPAL COMPLEX @ 4:30 PM

I. Call to Order: Dean Robb, Chair started meeting at 4:35 PM

II. Roll Call / Establishment of a Quorum

Quorum Present: Jill Holland, Mayor; Commissioners Ken Mitchum, Lisa Norris, Garlon Prewitt, Secretary; Keith Priestley, Vice Chair; Dean Robb, Chair.

Absent: Jessie Townes, Council Liaison.

Other: Mark Jones, Codes Enforcement Officer

Media: Banner: None; News Leader: None

III. Approval of September 19, 2013 Agenda

Motion by: Jill Holland Second by: Keith Priestly Passed: **YES**

IV. Reading and Approval of the August 22, 2013 Minutes

Motion by: Garlon Prewitt Second by: Ken Mitchum Passed: **YES**

V. Mayor's Report by Mayor Jill Holland

Codes Enforcement Officer, Mark Jones, will be leaving October 7, 2013 for another job and a replacement will be sought. Mark has done a good job and has offered to help with the transition caused by his absence.

Mayor met with other staff before this meeting to discuss how to streamline procedures relating to the enforcement and usability of existing ordinances. The Mayor invited the Planning Commission to offer suggestions and a lengthy discussion took place, culminating with several suggestions. (See Attached) Regional Planner Shelton Merrill cautioned the Planning Commission to be careful to not "give away the farm" during streamlining.

VI. Economic Development Report by Jennifer Waldrup:

None

VII. Old Business

A. Topic: Chapter 11 Zoning Ordinance

After a lengthy discussion, it was decided to form two separate districts; Historic and Conservation as recommended by the Historic Zoning Commission and presented by Regional Planner Shelton Merrill. The Neighborhood Conservation District Overlay will have its own map overlay and activities will be regulated by the same values inherent to the Historic District, except with greater latitude. Several parts of the Ordinance as presented were removed or otherwise amended to conform to the nature of a Neighborhood Conservation District

Motion to forward to the Board of Mayor and Council with a positive recommendation the amended Chapter 11 Zoning Ordinance creating a Neighborhood Conservation District.

Motion by: Lisa Norris      Second by: Garlon Prewitt      Passed: **YES**

B. Topic: Finalization of Zoning Map

The work session on the zoning map with respect to corrections and legislative approvals in process as well as designation as Historic or Neighborhood Conservation District took place.

Motion to forward to the Board of Mayor and Council with a positive recommendation the amended Zoning Map creating a Neighborhood Conservation District and updating corrections and legislative approvals in process.

Motion by: Lisa Norris      Second by: Keith Priestly      Passed: **YES**

C. Any other properly presented old business:

None

VIII. New Business

A. Topic: Habitat for Humanity

After receiving the latest progress report and Codes Officer and Regional Planner positive recommendation;

Motion to approve the Habitat for Humanity of Carroll County Minor Subdivision Plat for the property at Randall and West Magnolia subject to all certification certificates signature block being completed and signed.

Motion by: Lisa Norris      Second by: Jill Holland      Passed: **YES**

Note: Habitat for Humanity of Carroll County is responsible to record the approved subdivision plat with Carroll County Officials and to notify the City of McKenzie when that has been accomplished.

B. Any other properly presented new business:

None

IX. Other Business:

A. Any properly presented other business:

None

B. Meeting Dates & Adjournment: Agenda & Regular Meeting Schedule Dates

Agenda: Thursday October 10, 2013 at 2:30 PM

Monthly: Thursday October 24, 2013 at 4:30 PM

Agenda: Thursday November 14, 2013 2:30 PM

Monthly: **Tuesday** November 26, 2013 4:30 PM **NOTE: CHANGED DAY**

Agenda & Monthly Combined: Thursday. December 12, 2013 4:30 PM

X. Adjournment

Motion by: Lisa Norris      Second by: Jill Holland      Passed: **YES**: Time: 6:33 PM

Ordinance Suggestions:

1. Use the local newspaper to educate the public by giving regular explanations of ordinances.
2. Create packets that simplify the required steps and requirements for ordinances, and have these packets ready to give people or businesses along with its related ordinance.
3. Create simplified checklists for pertinent ordinances and have them ready for the public.
4. Create Question/Answer sheets that give answers to commonly asked questions regarding ordinances.
5. Have current Codes Officer Mark Jones prepare a list of the main issues in order to direct our efforts more effectively. He offered this partial list and will follow up with a more comprehensive list:
  - a. Grass.
  - b. Building before getting a permit.
  - c. Filling out forms.
  - d. Time delays.
  - e. Nuisance calls.
6. Assign members of the PC the task of reviewing one zoning ordinance chapter per meeting with the goal of determining what cannot be enforced, what should be enforced, and streamlining of processes.