

# McKENZIE MUNICIPAL REGIONAL PLANNING COMMISSION MEETING

February 28, 2008

4:30 PM

## I. Call to Order/Establishment of a Quorum

Meeting was called to order by Chairperson Robb

Members of the Planning Commission are: Chairperson Dean Robb, Commissioners Ed Dillon, Lisa Norris, Keith Priestley, Wade Allen, Melissa Hawkins and Mayor Walter Winchester.

Commissioner Wade Allen was absent

A quorum was established.

## II. Reading and Approval of the Minutes

A motion was made by Commissioner Dillon, seconded by Commissioner Norris, to accept the minutes. Motion passed.

## NEW BUSINESS – Non-Agenda Item

A request for rezoning property on Euclid Avenue (formerly the old Southern Biological building) was represented by Stephen Brock with approval of owner, Joseph Morris. There is a request before the Planning Commission to consider rezoning this area from M-1 to R-2 for multiple family housing. This building was once occupied by Southern Biological that was closed and the building is vacant at the present time. There is an adjacent lot that is included in the request and the owner of that property has given their consent to be included in this request for rezoning. State Planner Shelton Merrill advised that the property would meet all requirements for rezoning without violating the zoning ordinances. If developed, the property is eligible for federal grants and assistance for revitalization and restoration for low-income housing. A motion was made by Mayor Winchester, seconded by Commissioner Dillon to refer this request to the city council with a favorable recommendation to rezone. The motion passed.

## OLD BUSINESS

- A. Review of the Proposed McKenzie Regional Major Road Plan Amendment:** After review of the current McKenzie Regional Major Road Plan, staff strongly suggested during the January meeting that marginal access roads become reflected along the eastern and western right-of-ways of the State Route 22 By-pass. During the discussion, questions relative to how future buildings would front along the access roads were raised. The members reached a consensus to alter the proposed design of the proposed access roads so that future buildings would front on them. Staff has made the necessary corrections on illustrations that will be presented during the meeting.

A motion was made by Commissioner Dillon, seconded by Commissioner Priestley to accept the proposed marginal access road map on areas along Hwy 22 as proposed by the state planner. Motion passed.

**B. Review of the McKenzie Urban Growth Boundary Amendment (Carroll County) Discussion**

State Planner Merrill has made the corrections lifted during January meeting to the aforementioned document. Merrill presented final copies of the document at the meeting.

A motion was made by Commissioner Priestley, seconded by Commissioner Norris to proceed with the Carroll County Urban Growth Boundary Amendment. The motion passed.

**NEW BUSINESS**

**A. Discussion of the McKenzie Zoning Ordinance**

State Planning Staff has worked on the revisions relative to the McKenzie Zoning Ordinance. The revisions are for the current zoning document and not the one that will be based on the working McKenzie Land Use and Transportation Plan. Secondly, discussion regarding this matter will take a large amount of time during the meetings. In order to expedite the process, State Planning Staff has the following suggestions:

1. The current ordinance becomes revised to satisfy our current need.
2. The new zoning ordinance that will be based upon the new land use and transportation plan becomes discussed during a workshop for such at agenda meetings.
3. A new zoning committee becomes created which should probably consist of the Chair, Vice-Chair, Building Inspector and Mayor. This committee would work during the workshops / agenda meetings with the staff planner on the new zoning ordinance.

**B. Review of the current 2007-2008 Annual Performance Report and Program Design**

The Local Planning Assistance Office develops an annual performance report and program design for our contract communities. The report has two sections, which consist of a performance report and program design. The performance report reflects the background for planning and activities executed by the planning commission members as well as the staff planner. It also notes the number of meetings held and members' attendance. The program design forecasts the activities in which staff and the members of the planning commission will execute during the upcoming fiscal or program year. The planning commission adopts the document prior to July of each program year. Staff has included the 2007-2008 annual performance report and program design for your perusal for a further understanding of the document.

(See pages 3-6 for Performance Report and Program Design).

**March Meetings:**

Agenda planning meeting – March 13, 2008, 2:30 p.m.

Next monthly meeting – March 27, 2008, 4:30 p.m.

Motion by Commissioner Dillon, seconded by Commissioner Hawkins to adjourn. Motion passed. Meeting adjourned at 5:15 p.m.

**ANNUAL PERFORMANCE REPORT  
AND PLANNING PROGRAM DESIGN  
McKENZIE, TENNESSEE  
2007-2008**

Introduction

The Local Planning Assistance Office provides professional planning assistance to local governments and communities throughout the State. This effort revolves around the provision of staff planners to assist local government officials, planning commissions, and related public bodies in meeting their specific planning needs. The program is voluntary in nature, with all services being provided on a contractual basis between the Local Planning Office and individual local governments.

Purpose and Contents of the Annual Report and Program Design

The principal purpose of the Annual Report and Program Design (ARPD) is to provide the Planning Commission with an evaluation of the community’s overall planning program, and to establish a work plan for the year ahead. Simply put, it is a “plan for planning” in the community. The ARPD also serves as a report to the City’s governing body and its citizens on the activities and goals of the Planning Commission. The report is prepared by Local Planning Assistance Office staff using information obtained through consultations with city staff members, Planning Commission records, and existing plans.

As noted, the annual report contains an evaluation of the City’s overall planning program. This includes the following information: a record of the Planning Commission’s membership, meetings, and meeting attendance; and information regarding the status of the communities comprehensive planning elements, strategic planning efforts, land use controls, and community development services provided by Local Planning Office staff during the past program year. The end result of this evaluation is the development of a program design that outlines a proposed work program for the coming fiscal year.

**Annual Report and Program Assessment**

Planning Commission Meetings and Membership

For the purposes of this report the planning program year commences in July of each year. However, the report reflects activities conducted by the Planning Commission since June 2006. This date was the effective date of the contract signed with the Local Planning Assistance Office. During this period, the McKenzie Municipal-Regional Planning Commission held seven (7) of its regularly scheduled monthly meetings during the program year. The following table details the membership of the commission, meeting attendance, and terms of appointment.

Membership and Attendance Record (from June 2006 through May 2007)

Member	Meetings Attended	Term Expires
Dean Robb, Chair	11/11	10/2007
Ed Dillon, Vice Chair	10/11	5/2008
Keith Priestly, Sec.	8/11	6/2010
Walter Winchester, Mayor	11/11	Coterminous
Wade Allen	8/11	Coterminous
Mark Warren	7/11	5/2007
*Lisa Norris	8/10	8/2010

\* Denotes new membership

## Program Evaluation

This evaluation involves four primary elements of the planning program: comprehensive long-range planning, strategic planning, land use controls and other related regulatory codes, and community development services. The following is an evaluation of each element as it stands at the end of the 2006-2007 program year.

*Comprehensive Long-Range Planning.* The comprehensive planning element provides a foundation for the community's overall planning program and serves as a guide to local decision makers. It is community wide in scope and long-term in focus. The comprehensive plan is a physical plan that broadly addresses community development and services. It is a statement of long-range goals and objectives, and provides policy coordination to better achieve those goals. Traditionally, the comprehensive plan incorporates an analysis of a community's population and economic characteristics, a Land Use and Transportation Plan Component, Community Facilities Plan component, and a Public Improvements Program and Capital Budget. These plan components are now often prepared separately as a community's planning program progresses.

A land use and transportation plan was adopted for the City of McKenzie in 1968 and was updated in 1975. The 1975 McKenzie Land Use and Transportation Plan's scope was to 1990. A Land Use Plan was completed in 1991 for the McKenzie Planning Region. In early 2001, an effort was made by the Local Planning Assistance Office staff to evaluate the existing McKenzie Land Use and Transportation Plan. Subsequently a determination was made to engender goals, policies and objectives for a revised plan. Although progress was made, goals, policies and objectives were never formally adopted. A Housing Study was prepared for the City of McKenzie in 1970 and a Community Facilities Plan in 1980. The Planning Commission adopted development goals, policies and objectives during the 2006-2007 program year.

*Strategic Planning.* Strategic planning involves the development of specialized plans or studies that address specific needs and various short to mid-term objectives. The strategic component of a community's overall planning program acts as a bridge between the broad, long-range goals and objectives of the comprehensive plan, and the many day-to-day planning activities that may occur within a community.

The City of McKenzie adopted a reduced Planning Region / Urban Growth Boundary in 1999 in light of Tennessee Code Annotated, Section 6-58-101, formally known as Tennessee Public Chapter 1101. Subsequently, the City has executed annexations within the adopted Planning Region / Urban Growth Boundary. Staff commenced with an amendment of the McKenzie Planning Region / Urban Growth Boundary in Henry County during the 2006-2007 program year.

*Land Use Controls.* Land Use controls are regulatory in nature, and are one of the principal means of implementing the community's planning program. McKenzie's land use controls include municipal (regional) subdivision regulations, municipal zoning and floodplain management regulations. The City also enforces other community development codes, including the Southern Standard Building Code. The McKenzie Zoning Ordinance has been updated through 1995 according to the Local Planning Assistance Office records. However, several amendments have been prepared relative to it. In 2001, the Local Planning Assistance Office Staff began with the preparation of a new Zoning Ordinance based upon set policies. Needless to say the document was never adopted. The Planning Commission with the assistance of the Local Planning Assistance Office staff prepared new sign regulations to become incorporated into the McKenzie Zoning Ordinance and was adopted by the City of McKenzie Board of Mayor and Councilmen. A new G.I.S. produced McKenzie Zoning Map was created by Barge, Waggoner and Cannon Inc. subsequent to the termination of the contract of services provided by the Local Planning Assistance Office. The City of McKenzie has adopted the G.I.S produced McKenzie Zoning Map during the 2006-2007 program year. It has been revised to reflect amendments. The present Municipal (regional) Subdivision Regulations were last adopted in 1992. The regulations are enforced solely through the application of building permits or the extension of infrastructure. The City of Munford employs a full-time Building Official who enforces the latest edition of the Southern Standard Building Code. The City of McKenzie is a participant in the National Flood Insurance Program, with

the most recent map date being September 4, 1985. Staff conducted an Information Exchange Visit (IEV) on behalf of FEMA regarding the City of McKenzie's Flood Plain Management Regulations and administration during the 2005-2006 program year. During that time, the regulations as well as the flood plain administration records were found to be in order. However, in light of the Tennessee Map Modernization process, FEMA in conjunction with the Local Planning Assistance Office held a meeting to discuss flood related issues with the local officials of the municipal and county governments of Carroll, Weakley and Henry Counties. The Federal Emergency Management Agency informed the officials, under the map modernization process, new FIRMs (Flood Insurance Rate Maps) would be digitally produced and would be referred to as DFIRMs. The preliminary maps have been produced and are currently under review by City officials. Once the review process has been completed the new maps will receive an effective date. Staff has prepared the new model floodplain management ordinance in May of 2007. However, it has yet to become adopted by the City of McKenzie.

*Community Development Services.* Staff continued to provide technical assistance in review and recommendation on rezoning, zoning amendments, annexations, zoning administration, subdivision plats and other planning related matters as needed. During the past year the Planning Commission and staff planner provided assistance with the following:

Planning Commission meetings	11
Agenda meetings	11
Zoning request reviewed	06
Zoning map amendments prepared	03
Zoning text amendments prepared	02
Meetings with developers	01
Prepared Public Hearing notices	04
Goals, Policies and Objectives	01
Development Plan Surveys	03
UGB Map Amendment Proposals	04
Meetings with local /city officials	11
Planning Education Hours obtained	04

*Commissioner Training.* Tennessee Code Annotated Section 13-3-101 states the following:

“Each planning commissioner shall, within one (1) year of initial appointment and each calendar year thereafter, attend a minimum of four (4) hours of training and continuing education in one (1) or more of the subjects listed in subdivision.”

<b>Commissioner Training Calendar Year 2007</b>	
Dean Robb, Chair	4hrs
Ed Dillon, Vice Chair	4hrs
Keith Priestley, Sec.	4hrs
Walter Winchester, Mayor	4hrs
Wade Allen, Alderman	4hrs
Mark Warren	4hrs
Lisa Norris	4hrs

During the 2007 year, the Planning Commission attended a training seminar hosted by the Municipal Technical Advisory Service (MTAS) and conducted by the Local Planning Assistance Office Staff. The Planning Commission received four (4) hours of training on topics within the Tennessee Planning Commissioner Handbook.

## **Planning Program Design 2007-2008**

### Comprehensive Plan

Since the development goals, policies and objectives were completed and adopted during the 2006-2007 program year, staff will continue to draft the McKenzie Land Use and Transportation Plan.

### Strategic Planning

Staff will continue to work on the proposed amendment to the McKenzie Urban Growth Boundary / Planning Region Map within Henry County during the program year. Staff also commence with the amendment amendments to the current McKenzie Urban Growth Boundary / Planning Region Map to include certain properties along Highway 79 South. Staff will assist the Planning Commission in other strategic planning efforts as the need occurs.

### Land Use Controls

Staff will update the current zoning ordinance during the 2007-2008 program year as well as the subdivision regulations. Staff anticipates the newly prepared floodplain management ordinance to become adopted by the City of McKenzie by August 2007.

### Community Development Services

Official actions including zoning map amendments, zoning ordinance amendments, and annexations are maintained in the LPO files. These official actions provide the basis for updates of the Zoning Ordinance, Subdivision Regulations, zoning maps, and base maps.

### Planning Commissioner Training

Pursuant to *T.C. A. Section 13-3-101*, the Planning Commission members will receive training on the following subject matter during the 2008 calendar year:

1. “Legal Basis for Planning”
2. “Role of the Planning Commission”
3. “The Comprehensive Planning Process”
4. “Performance / Surety Bonds”