

**McKENZIE MUNICIPAL REGIONAL  
PLANNING COMMISSION MEETING**

**June 24, 2010**

**4:30 PM**

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

Members of the Planning Commission are: Chairperson Dean Robb, Commissioners Ed Dillon, Lisa Norris, Keith Priestley, Jeanene Jones, Councilperson Shaun Thompson and Mayor Walter Winchester

Meeting was called to order by Chairperson Robb and a quorum was established.

Commissioners present were Chairperson Robb, Commissioners Priestley, Norris, Jones, Mayor Winchester and State Planner Shelton Merrell.

Members absent: Councilperson Thompson, Commissioner Dillon

**II. Approval of Agenda**

Motion was made by Commissioner Priestley, seconded by Commissioner Norris to approve the agenda. Motion passed.

**III. Reading and Approval of the Minutes**

Motion was made by Mayor Winchester, seconded by Commissioner Norris to approve the minutes of the May 27, 2010 Planning Commission meeting. Motion passed.

Mayor Winchester swore in Jeanene Jones as a new member of the McKenzie Municipal Planning Commission. This appointment is for the remainder of the unexpired term for Melissa Hawkins which will end in August 2010.

**IV. Old Business**

A. Review of the Telecommunication Structure Requirements

**1. Review of the proposed Telecommunication Structure Requirements**

State Planner Merrill presented a proposed copy of the Telecommunications Structure Requirements for inclusion as a chapter in the McKenzie Zoning Ordinance. This information is included as part of the minutes of the meeting.

## **11-414. Telecommunication Structure Requirements**

1. Purpose. The purpose of this section is to protect the following health and enhance the safety of the residents of the City of McKenzie by providing provisions relative to controlling the height, number and light emission of telecommunication structures in the City.
2. Applicability. All new telecommunication structures which are defined as any system of wires, poles, rods, reflecting discs, or similar devices that exceed a height of 20 feet, are not constructed upon a residential structure and are used for the transmission or reception of electromagnetic waves shall be required to submit a site plan for approval.
3. Plan Requirement. Prior to the issuance of a building permit for the construction of a tower or the utilization of an existing utility structure for telecommunications purposes, a site plan shall be submitted and reviewed in accordance to with the provisions of the Site Plan Review Requirements in the McKenzie Zoning Ordinance and the following provisions:
  - (a) All new telecommunications structures not on an existing utility structure shall show the location of the tower and accessory structure and the location of two (2) future antennae arrays and accessory structures.
  - (b) A letter of intent from the owner allowing for the shared use of the tower.
  - (c) A letter from a professional engineer certifying that the tower's height and design complies with these regulations and all applicable structural standards and, also, describes the tower's capacity which includes the number and type of antennas that can be accommodated.
  - (d) A letter indicating why all existing towers within one (1) mile radius of the proposed tower cannot be utilized.
4. Uses Permitted on Appeal. All telecommunication structures are only allowed in commercial and industrial districts as uses permitted on appeal.
5. Prohibited Uses. Any tower that is not specifically permitted as a use permitted on appeal.
6. Type. Lattice or monopole type telecommunications towers are allowed.
7. Accessory Uses and Structures
  - (a) A telecommunications structure, as defined in this section, shall not be considered as an accessory use to any permitted use or use permitted on appeal in any zoning district in the City of McKenzie. For the purpose of

this section, transmission, switching and receiving buildings that provide for the operation of the tower, shall be considered as accessory uses. Any building that allows for the conduct of business or requires partial occupation by a person or persons for any part of a day shall not be considered as an accessory structure to a tower.

- (b) A utility structure shall be limited to no more than two (2) accessory buildings or structures at the base of the power line structure or water tower.

8. Structural Requirements

- (a) All new telecommunications structures not on an existing utility structure within the City of McKenzie shall be designed to accommodate a minimum of three (3) antenna arrays.
- (b) All telecommunication structures on an existing utility structure shall be designed to accommodate a minimum of two (2) antenna arrays.
- (c) All new telecommunications structures, whether freestanding or on an existing utility structure shall be designed to withstand winds of a minimum of 70 mph with half and inch radial ice.

9. Setback

- (a) All telecommunications structures and accessory structures that are not constructed on an existing utility structure shall be setback from the property lines a distance equal to 70 percent of the height of the structure. The setback shall be measured from the security fence to all of the surrounding property lines.
- (b) In instances when telecommunications structures and accessory structures are constructed adjacent to a residential district, either immediately adjacent to such property or across a public way, the minimum setback from a residential lot line or a residential district, measured from the security fence, shall be 100 percent of the tower height plus (10) feet.

10. Co-Use of Utility Structures. The co-use of existing utility structures in the City of McKenzie shall be encouraged on existing power line structures exceeding 30 feet in height and water towers.

11. Height. No tower shall exceed 200 feet. In instances when a tower is to be located upon or within an existing utility structure, which is defined as an existing power line structure that exceeds 30 feet or an existing water tower, the maximum height shall not exceed the height of the structure plus 15 feet.

12. Shared Use. The shared use of existing towers within the City of McKenzie shall be encouraged through the requirement of having all new towers designed for additional users. All proposals for a new telecommunications structure shall demonstrate, through documentation, that no existing towers within a one (1) mile radius of the proposed tower will accommodate a new antenna array for one or more of the following reasons:
  - (a) The planned antenna array equipment would exceed the structural capacity of all existing or approved towers and existing utility structures and said towers and structures cannot be upgraded at a reasonable cost.
  - (b) The planned equipment would cause radio frequency (RF) interference with other existing or planned equipment.
  - (c) The planned equipment would not function effectively and reasonably on an existing tower or utility structure.
  - (d) Geographic service requirements would prevent the co-use of an existing tower or utility structure.
13. Security. All telecommunications structures, whether freestanding or on an existing utility structure, shall be fully secured through the installation of a security fence/wall system of a minimum height of eight (8) feet or the height of the accessory structures, whichever is greater.
14. Landscaping. All freestanding towers and utility structures shall have a four (4) foot wide landscaping strip around the perimeter of the security fence. The landscaping strips shall be installed for the permanent year round protection of adjacent property owners by visually shielding the contents at the base of the tower from adjoining property owners. The landscaping strip shall consist of a combination of trees, shrubs, vines and other ground covers that are expected to grow to a height of eight (8) feet. The landscaping provisions of this section may be varied or reduced if the proposed plan provides for unique and innovative landscaping treatment or there are existing physical features that meet the intent and purpose of this section.
15. Vehicle Access/ Parking
  - (a) The location and design of driveways and/ or access easements to the facility from a public street shall be depicted on the site plan and shall be approved by the Planning Commission.
  - (b) No parking spaces shall be required for the site since the site shall not have workers that remain at the sited on a full or part-time basis.

16. Lighting

Structures: Outside lighting of structures, if required for safety and security purposes, shall be of a sensory fashion in which illumination offers only when the site is approached. The lighting shall be arranged to minimize glare and reflection on adjacent properties and public streets.

17. Removal of Obsolete Towers. Any telecommunications structure that is no longer in use for its original purpose shall be removed at the owner's expense. The owner shall provide the City with a copy of the notice of intent to cease operations that must be submitted to the FCC and shall be given ninety (90) days from the date of ceasing operations to remove the obsolete tower and any accessory structure(s). In case of multiple operators sharing a single tower, this provision shall not become effective until all users cease operations.

A motion was made by Commissioner Priestley, seconded by Commissioner Norris to accept the proposed chapter on Telecommunications Towers as part of the McKenzie Zoning Ordinance. The motion passed.

**2. Review of the proposed 2010 McKenzie Municipal Zoning Map**

State Planner Merrill presented the proposed 2010 McKenzie Municipal Zoning map. The map is based on the adopted McKenzie Municipal-Regional Land Use and Transportation Plan and also has been recommended by the McKenzie Zoning Committee. There was discussion on the different areas of the map that was changed from previous proposals including areas for Institutional zoning, Restricted Institutional zoning, Residential Mobile Home zone, and an additional Impact Business zone. The map will be incorporated in the McKenzie Zoning Ordinance and will be presented as a unit to the Planning Commission to recommend approval to the McKenzie Board of Mayor and Council.

**V. New Business**

- A. Steve Prosser: Presentation regarding Bethel University

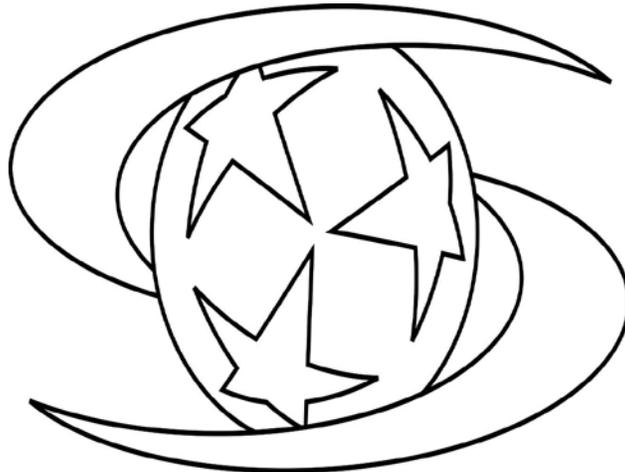
Steve Prosser and Walter Butler from Bethel University gave an overview of the progress, growth and potential growth of the University so the Planning Commission and city officials could be aware of changes and assist the University to expand and be a part of the community. A funding raising effort by the University will seek to collect revenue to construct a state of the art Fitness Center, Cafeteria and Performing Arts Center. There are also other plans for a track around the soccer field, office and classrooms on College Drive near Hwy 22, lights for baseball and softball fields in order to host tournaments, etc.

**VI. Other Business**

**1. Review of the 2010-2011 Annual Performance Report and Program Design**

The State Planning Office provides an annual performance report and program design to contract communities every program year. The Review of the 2010-2011 Annual Performance Report and Program design was presented for consideration and for adoption:

**ANNUAL PERFORMANCE REPORT AND  
PROGRAM DESIGN  
FOR THE MCKENZIE MUNICIPAL-REGIONAL  
PLANNING COMMISSION**



**Fiscal Year 2010-2011**

**PREPARED FOR**

**THE**

**McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION**

The Honorable Walter Winchester, Mayor

**Dean Robb, Chair**

Keith Priestly, Vice-Chair

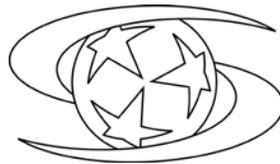
Lisa Norris, Secretary

Ed Dillon

Shaun Thompson, Councilman

Jeanene Jones

**Prepared by**



**STATE OF TENNESSEE**

**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**

**LOCAL PLANNING ASSISTANCE OFFICE**

**WEST TENNESSEE REGION**

**Shelton I. Merrell, Principal Planner**

**2010-2011**

**ANNUAL PERFORMANCE REPORT  
AND PLANNING PROGRAM DESIGN  
McKENZIE, TENNESSEE  
2010-2011**

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 Performance Report and Program Design (APRPD) 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 APRPD 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 community's 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 and ends in June. During the 2009-2010 program period, the McKenzie Municipal-Regional Planning Commission held ten (10) of its regularly scheduled monthly meetings through the month of May. The December 21, 2009 meeting was canceled. The following table details the membership of the commission, meeting attendance, and terms of appointment.

Membership and Attendance Record (from July 2009 through May 2010)

<b>Member</b>	<b>Meetings Attended</b>	<b>Term Expires</b>
Dean Robb, Chair	9/10	August 2010
Keith Priestly, Vice-Chair	7/10	July 2012
Lisa Norris, Secretary	9/10	July 2012
Mayor Walter Winchester	9/10	Coterminous
Ed Dillon	7/10	May 2011
Councilman Shaun Thompson	7/10	Coterminous
<i>Melissa Hawkins (Resigned)</i>	<i>8/10</i>	<i>August 2010</i>
<i>*Jeanene Jones</i>	<i>0/0</i>	<i>August 2010</i>

\*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 2009-2010 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.

The McKenzie Municipal-Regional Planning Commission and the McKenzie Board of Mayor and Council adopted the 2029 McKenzie Municipal-Regional Land Use and Transportation Plan during the 2009-2010 program year prepared by the Local Planning Assistance Office. The document was also adopted by Carroll and Henry Counties respectively during the 2009-2010 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 drafting an Urban Growth Boundary / Planning Region Amendment Report for the City of McKenzie in order to expand its urban growth boundary / planning region in Henry County during the 2006-2007 program year. This report was completed during the 2007-2008 program year. Said report was ratified by the municipalities within Henry County and was also approved by the Henry County Board of Commissioners in August of 2008. Staff also completed an Urban Growth Boundary / Planning Region Amendment Report for the City of McKenzie in order to expand its urban growth boundary / planning region within Carroll County during the 2007-2008 program year. Said report was in fact adopted by the Carroll County Board of Commissioners and ratified by the respective municipalities within Carroll County. Both the amended Carroll and Henry County Growth Plans were approved by the Local Government Planning Advisory Committee on April 22, 2009. An annexation study was prepared during the 2009-2010 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 International Building Code. The McKenzie Zoning Ordinance has been updated through 2007 according to the Local Planning Assistance Office records. The Zoning ordinance was amended twice during the 2008-2009 year. The first amendment created B-4 (Impact-Business) district provisions, which permits adult-oriented businesses. The second amendment incorporated requirements for disabled parking spaces within the provisions governing off-street parking. The City of McKenzie has adopted the G.I.S produced McKenzie Zoning Map created by the Local Planning Assistance Office during the 2006-2007 program year. It has been revised to reflect amendments subsequently. The present Municipal (regional) Subdivision Regulations were last adopted in 1992 and has subsequently been amended. These regulations are enforced solely through the application of building permits or the extension of infrastructure. The City of McKenzie employs a part-time Building Inspector who enforces the 2003 edition of the International Building Code. The City of McKenzie is a participant in the National Flood Insurance Program, and has adopted the new Flood Plain Management Regulations as well as the new Digital Flood Insurance Rate Maps (DFIRM) for the City of McKenzie (Henry & Carroll County map panels) during the 2007-2008 program year. The Weakley County Digital Flood Insurance Rate Map (DFIRM) panel references were adopted by the City of McKenzie during the 2009-2010 program year.

**Community Development Services.** Staff continued to provide technical assistance in review and recommendations concerning rezoning requests, zoning text 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	10
Agenda meetings	10
Staff Reports (agendas) prepared	10
Subdivision Regulations amendments	00
Subdivision plats reviewed	01
Zoning requests reviewed	01
Zoning map amendments prepared	01
Zoning text amendments prepared	00
Site Plans reviewed	03
Public hearing notices prepared	04
Meetings with local /city officials	10
Planning education hours rendered	04
Annexation Studies prepared	01
Annexation Ordinances prepared	01
Plan of Service Resolutions prepared	01
New Zoning Ordinance Drafts	02
New Zoning Map Proposals	03

**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 2009</b>	
Dean Robb, Chair	4hrs
Keith Priestley, Vice-Chair	4hrs
Lisa Norris, Secretary	4hrs
Walter Winchester, Mayor	4hrs
Shaun Thompson	4hrs
Ed Dillon	4hrs
Melissa Hawkins	4hrs

During the year of 2009, the McKenzie Municipal - Regional Planning Commission members attended a training seminar hosted by the Municipal Technical Advisory Service (MTAS) and facilitated by the Local Planning Assistance Office staff. The members received four (4) hours of training on planning and zoning. The members that did not attend the session were trained on the following subject matter:

1. Duties of the Planning Commission
2. Planning and Zoning
3. Role of the Board of Zoning Appeals
4. Planning Commissioner Ethics

**Community Planning and Infrastructure Data.** Data such as the total acreage and various acres of municipal land uses as well as vacant land statistics are compiled by our office in order to guide communities participating in the State of Tennessee Three-Star Program through a comprehensive plan of essential criteria developed by local economic development professionals and a cooperative collaboration of various state agencies. The State of Tennessee Three-Star Program has become an important component of our state's economic strategy. This information may be requested for use by the community in conjunction with Three-Star participation or other programs.

### Summary

The McKenzie Municipal-Regional Planning Commission consists of intelligent and dedicated individuals who have the desire to create a better McKenzie, Tennessee. They work diligently to enhance the health, safety and welfare of the citizens of McKenzie. They work in concert with the City administration in order to provide a healthy environment for smart economic and community development. Due to their hard work and vision, the City of McKenzie has adopted the 2029 McKenzie Municipal-Regional Land Use and Transportation Plan. Development has increased over the past two years due to the expansion of Bethel University. The City of McKenzie has a great planning program and provides great opportunities for development.

### *Planning Program Design 2010-2011*

#### Comprehensive Plan

Staff does not envision any comprehensive planning activities during the 2010-2011 program year.

#### Strategic Planning

Staff will provide another detailed annexation study for certain areas located within the McKenzie Urban Growth Boundary during the 2010-2011 program year.

#### Land Use Controls

Staff anticipates the adoption of the new McKenzie Zoning Ordinance and Map during the 2010-2011 program year. Staff also anticipates the adoption of the new McKenzie Municipal-Regional Subdivision Regulations during the program year as well.

#### 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

The City of McKenzie usually encourages the planning commission members to attend the Municipal Technical Advisory Service (MTAS) Planning Seminars in order to fulfill the requirements of *Tennessee Code Annotated*, Section 13-3-101. However, if there are any members who are not able to attend the 2010 seminar, staff will provide training on the following subject matter for 2011 calendar year:

1. Extra-territorial powers within planning regions
2. State Attorney General's Opinions relative to land use matters
3. The Development Bond Process
4. Storm-water management principles

### Community Planning and Infrastructure Data

Staff will continue to collect and revise this information as the need for such occurs.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Dean Robb, Chair

\_\_\_\_\_  
Walter V. Winchester, Mayor

A motion was made by Commissioner Norris, seconded by Commissioner Priestley to adopt the 2010-2011 Annual Performance Report and Program Design. The motion passed.

#### **A. Discussion and Regular Meeting Schedules Dates**

Schedule for July Agenda and Planning Commission Meeting dates:

Agenda/Workshop: 2:30 PM, Thursday, July 8, 2010

Monthly: 4:30 PM, Thursday, July 22, 2010

#### **VII. Adjournment**

Adjournment was made by Chairperson Robb.  
Meeting was adjourned at 5:40 p.m.