

**McKENZIE MUNICIPAL REGIONAL
PLANNING COMMISSION MEETING**

June 25, 2009

4:30 PM

I. Call to Order/Establishment of a Quorum

Meeting was called to order by Chairperson Robb and a quorum was established. Commissioners Norris and Hawkins were absent.

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

II. Approval of Agenda

A motion was made by Councilperson Thompson, seconded by Commissioner Priestley to approve agenda. The motion passed.

III. Reading and Approval of the Minutes

A motion was made by Mayor Winchester and seconded by Councilperson Dillon to approve the minutes of the March Planning Commission meeting. The motion passed.

IV. Old Business

A. Carroll and Henry County Growth Plan Amendment Discussion

The Carroll and Henry County Growth Plans have been approved by the Local Government Planning Advisory Committee. Said plans were approved on Wednesday, April 22, 2009 in Nashville, Tennessee Henry County Mayor Greer advised State Planner Merrill that document had been received for Henry County and had been recorded at County Office. As of June 23, 2009, document had not been received by County Mayor McBride. State Planner Merrill will continue to inquire and advise when document is received and recorded in Carroll County.

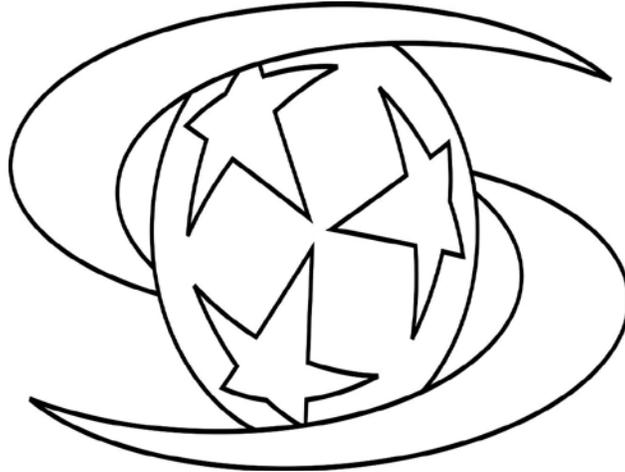
V. New Business

A. Presentation of the 2009-2010 Annual Performance Report and Program Design

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.

The Local Planning Assistance Office provides its contract communities with an annual performance report, which reflects planning activities achieved during the previous program year. The document also includes a program design which outlines planning activities to become scheduled during the upcoming program year. Staff has prepared the following for your review and consideration:

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



Fiscal Year 2009-2010

PREPARED FOR THE

MCKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION

The Honorable Walter V. Winchester, Mayor

Dean Robb, Chair

Keith Priestly, Vice-Chair

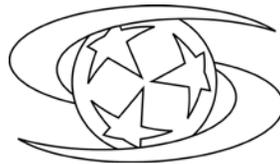
Lisa Norris, Secretary

Ed Dillon

Melissa Hawkins

Shaun Thompson, Council Representative

Prepared by



STATE OF TENNESSEE

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

LOCAL PLANNING ASSISTANCE OFFICE

WEST TENNESSEE REGION

Shelton I. Merrell, Principal Planner

2009-2010

**ANNUAL PERFORMANCE REPORT
AND PLANNING PROGRAM DESIGN
McKENZIE, TENNESSEE
2009-2010**

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.

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 2008-2009-program period, the McKenzie Municipal-Regional Planning Commission held 10 of its regularly scheduled monthly meetings through the month of April. The following table details the membership of the commission, meeting attendance, and terms of appointment.

Membership and Attendance Record (from July 2008 through May 2009)

Member	Meetings Attended	Term Expires
Dean Robb, Chair	9/10	August 2010
Keith Priestly, Vice-Chair	8/10	July 2009
Lisa Norris, Secretary	5/10	July 2009
Ed Dillon	10/10	May 2011
Mayor Walter Winchester	10/10	Coterminous
*Councilman Shaun Thompson	6/6	Coterminous
Melissa Hawkins	7/10	August 2010
<i>Wade Allen</i>	<i>3/3</i>	<i>Term ended</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 2008-2009 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. A Housing Study was prepared for the City of McKenzie in 1970 and a Community Facilities Plan in 1980. The McKenzie Municipal Regional Planning Commission adopted development goals, policies and objectives during the 2006-2007 program year as well as a new Major Road Plan Map during the 2007-2008 program year. The Local Planning Assistance Office staff has completed the working 2029 McKenzie Land Use and Transportation Plan.

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 will be approved by the Local Government Planning Advisory Committee on April 22, 2009.

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. These regulations were not amended during the 2008-2009 program year. These regulations are enforced solely through the application of building permits or the extension of infrastructure. The City of McKenzie employs a full-time Building Official 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 2008-2009 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	09
Subdivision Regulations amendments	00
Subdivision plats reviewed	01
Zoning requests reviewed	03
Zoning map amendments prepared	03
Zoning text amendments prepared	02
Public hearing notices prepared	05
Meetings with local /city officials	08
Planning education hours rendered (<i>MTAS session</i>)	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.”

Commissioner Training Calendar Year 2009	
Dean Robb, Chair	4hrs
Keith Priestley, Vice-Chair	4hrs
Lisa Norris, Secretary	4hrs
Walter Winchester, Mayor	4hrs
*Shaun Thompson	2hrs
Ed Dillon	4hrs
*Melissa Hawkins	0hrs

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. Three of the members did not receive the aforementioned training. However, staff will provide education materials / sessions for those individuals prior to June 30, 2009.

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.

Comprehensive Plan

Staff anticipates the adoption of the McKenzie Land Use and Transportation Plan on July 23, 2009 which will be during the first month of the 2009-2010 program year. Staff will also commence with drafting a detailed Community Facilities Plan during the 2009-2010 program year.

Strategic Planning

Staff will provide a detailed annexation study for certain areas located within the McKenzie Urban Growth Boundary during the month of August of the 2009-2010 program year.

Land Use Controls

Staff will continue to work in concert with the McKenzie Zoning Committee regarding the drafting of the new McKenzie Municipal Zoning Ordinance to serve as a concomitant to the McKenzie Land Use and Transportation Plan. Staff will also strive to complete a draft of the new McKenzie Municipal-Regional Subdivision Regulations during the program year as well.

Community Development Services

Staff will continue to maintain records pertaining to the City of McKenzie's official actions including zoning map amendments, zoning ordinance amendments, and annexations within the Local Planning Assistance Office 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 2010 calendar year:

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

Lisa Norris, Secretary

A motion was made by Commissioner Dillon, seconded by Commissioner Priestley to accept the 2009-2010 Annual Performance Report and Program Design. Motion passed.

VI. Other Business

A. Discussion of the McKenzie Land Use and Transportation Plan

Staff Planner Merrill presented the final draft of the aforementioned document during the meeting for discussion purposes. There was a concerted effort to correct any typos prior to the presentation. .

B. Training Session Regarding Legislative Updates

Staff Planner Merrill provided a training session apropos to the latest updates regarding the Tennessee Planning Legislation made by the Tennessee Legislature.

VII. Adjournment

Schedule for July Agenda and Planning Commission Meeting dates

Agenda/Workshop: 2:30 PM, Thursday, July 09, 2009

Monthly: 4:30 PM, Thursday, July 23, 2009

A motion was made by Councilperson Thompson, seconded by Commissioner Dillon to adjourn. The motion passed.

Meeting was adjourned at 5:47 p.m.