

McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION

26 AUGUST 2015 MEETING MINUTES

McKENZIE MUNICIPAL COMPLEX @ 5:00 P.M.

I. Call to Order:

The MMRPC was called to order at 5:00 P.M. by Chairman Dean Robb.

II. Roll Call/Establishment of a Quorum:

Quorum Present: Yes, 100% present*5:34 PM.

MMRPC: Dean Robb, Chair; Open, Vice Chair; Garlon Prewitt, Secretary; Jill Holland, Mayor*5:34 PM; Charles Pruneau, Council Liaison (Pending Council Approval); Peggy Kee, New Commissioner; Ken Mitchum, Bobby Young.

Absent: Keith Priestley, Vice Chair (resigned 12 August 2015); Gene Hale, Council Liaison (resigned 20 August 2015).

Planning Staff: Shelton I. Merrell, Regional Planner, SW TN Development District

Other: David M. Kelly, Codes Officer Consultant; Sue Kelly, Brittney Whitley, The Hutton Company, Highland Drive O'Reilly Auto Parts Store Project.

Media: None

III. Oath of Office:

Peggy Kee, New Commissioner and Charles Pruneau, New Council Liaison (Pending Council Approval) were sworn in by Chairman Dean Robb. Keith Priestley, Vice Chair (resigned 12 August 2015); Gene Hale, Council Liaison (resigned 20 August 2015). We will elect a Vice Chair at the 23 September 2015 MMRPC meeting and Keith remains a MMRPC member & Vice Chair until the September voting. Bobby Young's re-appointment is on the agenda for the 10 September 2015 City Council meeting.

IV. Approval of Agenda:

Agenda was reviewed and approved.

Motion by: Ken Mitchum Second by: Bobby Young Passed: 5-0, 1 absent, 1 not eligible to vote

V. Reading and Approval of the minutes:

Minutes approved.

Motion by: Ken Mitchum Second by: Garlon Prewitt Passed: 5-0, 1 absent, 1 not eligible to vote

VI. Municipal Reports:

Main Streets Progress:

Dean Robb and Garlon Prewitt updated the progress of the Main Street application. McKenzie has been accepted / approved, but it has not been made official or formally announced. Nancy Williams, Tennessee Main Street Director will notify Mayor Holland and/or Jennifer Waldrup, Economic Development Coordinator of the results of their review process and any planned award announcement date and details.

Mayor's Report:

Mayor, Jill Holland, shared information she gathered at a recent Community Summit Conference regarding major concerns for bringing new businesses into a city. The general point was that businesses no longer simply look at the costs when considering a move to a new location. Businesses now consider the following when deciding on a new location:

- Big companies have three different plans to propose to a city depending on the city's resources. Basically, they have already decided that moving to the target city will be profitable and they will select which plan of the three is most compatible with the city and their needs.

- Businesses are not as opposed to restrictions and requirements as in the past, because they feel such procedures will add to the value of their business by improving their image in the community.
- The city must consider the versatility of any new building proposed by a business in order to ascertain if the building can be reused in case the original business leaves.
- Cities must present incentives to businesses and the incentives have to have both monetary and image enhancements that add value to the new business.

Codes Officer Report: (See Addendum)

VII. New Business: (Placed ahead of Old Business for audience convenience.)

A. Review of the Vallarta Sub-Division - Final Plat

The owners of La Vallarta Restaurant and O'Reilly's Auto Parts Store are requesting approval of their final plat which divides the existing four acres on which the La Vallarta Restaurant is already located into two two-acre parcels with the new two acres being used for the construction of O'Reilly's Auto Parts Store. The site plan has already met the major requirements for a site plan and has been reviewed by Shelton Merrill, Regional Planner and David Kelly, McKenzie Codes Officer Consultant. The commission discussed the project, but the decision was made to conditionally approve the site plan pending further review. The commissioners had not seen the plat until presentation at this meeting and a cursory review found some minor issues to be corrected. The list below cites some of the new issues found by the cursory review, but it is in no way complete pending further review. Shelton has already notified, Brittney Whitley of The Hutton Company so she can notify the owners for a timely start. The new issues are listed below:

- 1) The proposed parking stall dimensions did not adhere to the Zoning Ordinance of McKenzie, Tennessee. The zoning ordinance in Section 11-410, (3), (a) states "One parking space shall be equal to an area of two hundred (200) square feet, with minimum dimensions of ten (10) feet by twenty (20) feet. A minimum of four hundred (400) square feet per parking space shall be used when computing parking area to include maneuvering space. The submitted site plan depicts parking stalls having the dimensions of nine (9) feet by eighteen (18) feet;
- 2) The proposed signs' locations and detail should be made available on the site plan;
- 3) The proposed lighting plan should be made available on said site plan;
- 4) Due to this property being located within an unnumbered A Flood Hazard Zone, the finished floor elevation of the proposed 6400 square feet facility SHALL be three (3) feet above the adjacent grade of the existing site. Non-Residential buildings located in all A Zones may be flood-proofed, in lieu of being elevated, provided that all areas of the building below the required elevation meet the requirements in the code.

Motion to conditionally approve the site plan pending further review

Motion by: Bobby Young Second by: Ken Mitchum Passed 6-0, 1 not eligible to vote

VIII. Old Business:

A. Discussion of proposed McKenzie Municipal-Regional Planning Commission By-laws Amendment pertaining to meetings:

The new day and time for both the Agenda Meeting and the Regular Meeting were approved by the commission. The Agenda meeting will be held on the second Wednesday of each month at 5:00 P.M., and The Regular meeting will be held on the fourth Wednesday of each month at 5:00 P.M.

Motion to amend the By-laws

Motion by: Bobby Young Second by: Garlon Prewitt Passed: 6-0, 1 not eligible to vote

Signature copies of the By-laws amendment were processed and will be filed with the City and MMRPC Records. Full Copies of the By-laws will be distributed to all members of the MMRPC.

B. Discussion on Design Review Commissions:

Shelton I. Merrell, Regional Planner, SW TN Development District, explained the two processes for forming a Design Review mechanism for the city, and he explained the benefits and possible problems inherent to a Design Review Committee. The first option for forming a Design Review Committee is to appoint a separate committee and the second option is to incorporate the design review duties into the Planning Commission's jurisdiction. A discussion of the two options ensued; resulting in electing to add the duties to the existing Planning Commission since the requirements of a separate committee requires resources not readily available to the city.

1. Tennessee Code Annotated 6-54-133 states that McKenzie must have a design review commission (DRC) in order to regulate the appearances of businesses and acquire control over the use of aberrant forms of materials, designs, color schemes and/or the general appearance of buildings and facilities (primarily along Highland Drive). McKenzie's legislative body (Board of City Council & Mayor) can either designate the planning commission to serve as a DRC or create a separate DRC. It is suggested that the makeup of a separate DRC include people from the community and people with architectural and engineering backgrounds. Owners may appeal decisions.
2. The DRC can develop general guidelines for the exterior appearance of said businesses, nonresidential property, multiple family residential properties and any entrance to nonresidential property within the municipality.
3. We need to formalize our procedures ahead of time so we are ready for to attract new businesses, most of whom already have set standards for their projects appearance. Additionally many businesses have more than one (1) set standard, notably three (3) sets of standards for distinctly different sites and/or communities.
4. Any Design guidelines need to prevent indiscriminate building without discouraging business.
5. We need to clarify design guidelines rather than beautification aspects.
6. It was generally agreed that a separate DRC was "overkill" for a community the size of McKenzie.
7. Chair Dean Robb was requested to redistribute the Design Guideline Draft created by the Design Committee in 2012.

This topic will be further pursued at the September meeting.

IX. Other Business:

A. Discussion of 2029 Municipal-Regional Land Use Plan Amendment:

Regulations require a review of the twenty-year Land Use Plan every five years in order to keep up with changes in conditions that have occurred in the city since the original plan was created. Shelton I. Merrell explained the two maps representing the possible options discussed at previous meetings. Several adjustments were made to the existing Land Use Map. These adjustments better reflect the changes that have taken place since the original map and provide a better balance between commercial and residential land use.

This topic has been discussed for several meetings and the discussion continued as the commission worked to define priorities for future land use in a fair and workable manner. There seemed to be a general consensus that the main areas of focus pertaining to the desired future land use designations should be centered on U.S. Highway 79 (Highland Drive) and State Route 22.

Other areas of possible action included the following possibilities:

Proposal "A":

1. Changing four properties at Bethel University from institutional to residential.
2. Changing the land use designation for the apparent defunct mobile home park on west side of Highway 124 (E. Magnolia) near Little General from residential to high-density.
3. Keeping the U.S. Highway 79 (Highland Drive) / State Route 22 interchange open for commercial.
4. Changing the land use designation for the properties on State Route 79 (Highland Drive) from office-residential to residential due to all properties except a church and a bank are already well-established residential properties.
5. Changing the area on Cedar Street from the intersection with State Route 20 to a point north towards downtown to office-residential or commercial.

Proposal "B" included these items and designating properties adjacent to the Cumberland Presbyterian Church property on Highland Ave. as "Commercial"

Planner Merrell recommended Proposal "A" but would not recommend Proposal "B".

A motion was made to proceed with Proposal "A" to amend the 2029 McKenzie Municipal-Regional Future Land Use Plan.

Motion by: Bobby Young Second by: Garlon Prewitt Passed: 6-0, 1 not eligible to vote

September Agenda and Regular Planning Commission Meeting Schedule by Chairman Dean Robb:

Agenda Meeting: Wednesday, 9 September 2015 at 5:00 P.M.

Regular Meeting: Wednesday, 23 September 2015 at 5:00 P.M.

X. Adjournment:

A motion was made to adjourn the meeting at 7:20 P.M.

Motion by: Jill Holland Second by: Bobby Young Passed: 6-0, 1 not eligible to vote

Addendum:

Codes Officer Report: After Adjournment . . .

David Kelly updated the status of the Family Dollar project permit application. Mr. Kelly explained the permit renewal fee of 50% of the original permit fee. The permit application has been received but the fee has not been paid as of the 26 August 2015 MMRPC meeting date. Fee receipts have been reviewed and \$983.50 permit renewal fee determined; 50% of \$1,097.00, 50% of \$150.00 and \$360.00, Inspection fees for six (6) inspections @ \$60.00. The City of McKenzie will address permit renewal fee payment with Kevin Keller, Team Development LLC and Family Dollar Corporate. Until these fees are received we only have a permit application and no permits will be renewed without receipt of fees.