

McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION  
28 AUGUST 2014 MEETING AGENDA  
*McKENZIE MUNICIPAL COMPLEX @ 4:30 PM*

- I. Call to Order
- II. Roll Call / Establishment of a Quorum
- III. Approval of Agenda
- IV. Reading and Approval of the Minutes
- V. Reports
  - A. Municipal Reports
- VI. Old Business
  - A. Any properly presented old business
- VII. New Business
  - A. Review of the McKenzie Municipal-Regional Planning Commission Annual Report and Planning Program Design
- VIII. Other Business
  - A. September Agenda & Regular Planning Commission Meeting Schedule by Chairman Dean Robb
- IX. Adjournment

**\*(There will be a training session held on the Duties of the Board of Zoning Appeals following the meeting)**



102 East College Street  
Jackson, TN 38301  
Telephone: (731) 668-6430; Fax: (731) 668-6421  
Email: smerrell@swtdd.org

## MEMORANDUM

**TO:** McKenzie Municipal-Regional Planning Commission  
**FROM:** Shelton I. Merrell, Regional Planner  
**DATE:** 20 August 2014  
**SUBJECT:** STAFF REPORT FOR THE AUGUST AGENDA ITEMS

---

## NEW BUSINESS

### 1. Review of the Annual Report and Planning Program Design

Background / Analysis:

Staff has prepared the following for your review and consideration:

2014



## **McKenzie Municipal-Regional Planning Commission**

***ANNUAL REPORT  
& PLANNING PROGRAM DESIGN  
2014-2015***

**PREPARED FOR**  
**THE**  
**McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION**

Dean E. Robb, Chair

Keith Priestley, Vice-Chair

Jesse Townes, Council Rep.

Garlon Prewitt, Secretary

D. Ken Mitchum

Jill Holland, Mayor

Bobby Young

Prepared by



Shelton I. Merrell, Regional Planner

# **ANNUAL REPORT & PLANNING PROGRAM DESIGN**

## **McKENZIE, TENNESSEE**

### **2014-2015**

#### Introduction

The Southwest Tennessee Development District provides professional planning services for its contract communities located within its territory. Staff planners have been hired 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 Southwest Tennessee Development District and individual local governments. The Southwest Tennessee Development District has been able to provide planning services to the City of McKenzie via a sub-contract through the Northwest Tennessee Development District.

#### Purpose and Contents of the Annual Report & Planning Program Design

The main purpose of the Annual Report & Planning Program Design (ARPPD) 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. Quite simply, it is a "plan for planning" in the community. The ARPPD 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 Southwest Tennessee Development District Regional Planning 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 of McKenzie's overall planning program. This includes the following information: a record of the Planning Commission's membership, and meetings, and information regarding the status of the community's comprehensive planning elements, strategic planning efforts, land use controls, community development services, and training provided by the Southwest Tennessee Development District 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 Planning 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 2013-2014 program year, the McKenzie Municipal-Regional Planning Commission consisted of seven (7) members and held eleven (11) of its scheduled monthly meetings through the month of June 2014. The Planning Commission also held one (1) called meeting during this planning period.

## 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 2013-2014 planning period.

### 1. 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 fiscal year prepared by the Local Planning Assistance Office. The document was also adopted by Carroll and Henry Counties respectively during the 2009-2010 planning period. The Major Road Plan and future land use portions of the McKenzie Municipal-Regional Land Use and Transportation Plan were amended during the 2012-2013 fiscal year by the Planning Commission.

### 2. 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. Staff prepared an amendment to the McKenzie Urban Growth Boundary Report in order for the City to expand its urban growth boundary / planning region in both Carroll and Henry Counties during the 2006-2007 and 2007-2008 planning periods. An urban fringe study was prepared during the 2009-2010 fiscal year. No action was made concerning the prepared urban fringe study. There were no strategic planning activities executed during the 2012-2013 program year. The Tennessee House and Senate adopted legislation signed by the Governor which placed a moratorium on all annexations by ordinance until May 15, 2015 during the 2013-2014 planning period.

3. 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 new Zoning Ordinance of McKenzie, Tennessee was adopted in 2010 which included new provisions for Historic, Institutional, and Institutional-Restricted zoning districts. The Planning Commission recommended amendments for the Zoning Ordinance of McKenzie, Tennessee during the 2013-2014 program year relative to signs, Conservation Districts, and the B-3 (Central Business) District. The City of McKenzie has adopted the G.I.S. produced McKenzie Zoning Map created by the now extinct Local Planning Assistance Office in 2010 as well. The present Regional Subdivision Regulations were also adopted in 2010. These regulations are enforced solely through the application of building permits or the extension of infrastructure. The City of McKenzie employs a full-time Codes Enforcement Officer who enforces the following codes:

- 1) 2006 edition of the International Building Code;
- 2) 2009 edition of the International Residential Code adopted;
- 3) 2006 edition of the International Fire Code;
- 4) 2006 edition of the National Association;
- 5) 2002 North Carolina Accessibility Code with 2004 amendments

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 fiscal year. The Weakley County Digital Flood Insurance Rate Map (DFIRM) panel references were adopted by the City of McKenzie during the 2009-2010 year.

4. Community Development Services

The Southwest Tennessee Development District regional planning staff provides technical assistance by analyzing and rendering recommendations concerning rezoning requests, zoning text amendments, zoning administration, subdivision plats and other planning related matters as needed. The assigned regional staff planner provided the following assistance during the 2013-2014 planning period:

Planning Commission meetings	11
Called Planning Commission meetings	01
Agenda meetings	11
Staff reports (agendas) prepared	12
Subdivision plats reviewed	05
New Zoning map prepared	01
Zoning map amendments reviewed	02
Zoning map amendments prepared	03
Zoning text amendments prepared	04
Site Plans reviewed	03
Public hearing notices prepared	07

Meetings with local /city officials	11
Planning education hours rendered	02
Meetings with the public	01
De-annexation ordinance	01

5. 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 relating to planning.”

<b>Commissioner Training Calendar Year 2013</b>	
Dean E. Robb, Chair	4hrs
Keith Priestley, Vice Chair	4hrs
Lisa Norris, Secretary	4hrs
Jill Holland, Mayor	4hrs
Jesse Townes, Council Rep.	4hrs
Garlon Prewitt	4hrs
D. Ken Mitchum	4hrs

The members received four (4) hours of training on the following subject matter:

1. 2013 Planning Legislation Updates (twice)
2. Historic & Conservation Zoning Districts
3. Property Rights

## McKenzie Planning Program Design 2014-2015

### Comprehensive Plan

Staff will facilitate and execute comprehensive planning activities as the need for such occurs during the 2014-2015 program year. Staff will recommend the current plan be reviewed and possibly amended during the 2014-2015 program year in order to address land use along Highway 22.

### Strategic Planning

Staff will execute strategic planning activities during the 2014-2015 program year as the need for such occurs under the direction of City Officials.

### Land Use Controls

Staff will introduce an amendment to the Zoning Ordinance of McKenzie, Tennessee relative to the Flood Plain Management Regulations which will delete references to the Local Planning Assistance Office. Staff will prepare map amendments as necessary during the 2014-2015 program year.

### 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 2014 seminar, staff will provide training on the following subject matter for 2014 calendar year:

- 1) Tennessee Legislative Updates
- 2) Property Rights
- 3) Duties of the Board of Zoning Appeals
- 4) Duties of the Planning Commission

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

\_\_\_\_\_  
Dean E. Robb, Chair

\_\_\_\_\_  
Garlon Prewitt, Secretary