

# **MUNICIPAL PLANNING COMMISSION**

**December 10, 2019 Regular Meeting at 7 p.m.**

**Brandon Butler, Chairman**  
**Daniel Jenkins, V Chairman**  
**Mike Anderson, 1<sup>st</sup> Secretary**  
**Salvatore Cali, 2<sup>nd</sup> Secretary**  
**John Blade, Mayor**

**Derek Burks, Commissioner**  
**Jim Power**  
**Sheree Qualls**  
**Hayley Schulist**

**Present:** Butler, Jenkins, Anderson, Cali, Blade, Power, Qualls, Schulist

**Absent:** - Burks

**Staff Present:** Public Works Director/Codes Inspector Micah Sullivan, City Engineer Kevin Blackburn, Tim Potter City Lawyer, Codes Clerk Sharon Hall

- **Butler called meeting to order at 7:00P.m.**
- **Opening Prayer and Pledge** – Butler led prayer and pledge.
- **Approval of Agenda** –Blade made a motion for approval. Power Seconded. Vote Taken. All were in favor.
- **Citizen Comments** (limited to the first five citizens to sign in and three minutes each) - **None**
- **Approval of Minutes: November 12, 2019**  
Blade made a motion for approval. Anderson Seconded. Vote was taken. All were in favor.

## **NEW BUSINESS -**

1. A Recommendation on a Proposed Plan of Services to Accompany Resolution 36-19, A Resolution Calling for a Public Hearing on the Proposed Annexation on Territory into the City of Fairview by Owner Kyle Jones and Approving a Plan of Services (7112 New Hope Road parcel known as Tax Map 18, Parcel 072.00).  
**Butler stated this property is right off New Hope Road; about a year ago they annexed property maybe two parcels down from this that's surrounded by City property. Butler stated he thinks this will fit in because most property on New Hope Road is in the City, it will come in as RS-40 zone. Sullivan stated that's correct it's already been before the BOC once then comes to Planning Commission then will go back to the BOC with their Recommendations. Blade made a motion for approval. Anderson Seconded.**
2. Recommendation to BOC for PC 2019-07, A Resolution to Adopt Revisions to the Zoning Ordinance for the City of Fairview, Tennessee.  
**A Resolution on The City of Fairview, Tennessee, to amend the Zoning Ordinance as it pertains to Article IV "Supplementary use regulations", Section 4-101.5 "Provisions applicable to community facility activities", subsection 101.5.12 "special personal and group care facilities". Micah stated they have been going through the regulations and found where changes there needs to be changes as far as staff goes, this one special personal and group care facility, this one could be anywhere from family care to group care, assisted living, nursing homes. Anytime**

someone is in a living in their home but is being taken care of by staff place whether it be residential or commercial, this basically covers those, with the exception of full medical care. Several places they were allowed with supplemental provisions, some it was conditional with a conditional provision that had to go before the BOZA, had to take paper work from the state and other documents other proofs that was more burdensome on someone than it was worth to the City. With the BOZA, if something is going to change the area in a pretty great area, they do have the say so with the conditional use. We took most of this special personal and group care out of conditional put it with supplemental or put it where it is strictly allowed in some districts. Jenkins made a positive recommendation to the Board of Commissioners. Power Seconded. Vote was taken. All were in favor.

3. Recommendation to BOC for PC 2019-08, A Resolution to Adopt Revisions to the Zoning Ordinance for the City of Fairview, Tennessee.

Sullivan stated they actually changed two, not major things, this is why they are adopting it as a full article. The 1<sup>st</sup> one being the supplemental and conditional use and they changed some of those charts to where these facilities would a supplemental use in Commercial districts. It makes sense to them to streamline the process and put less burden on the City as well, the applicant bringing that before us and not having to go before BOZA. Again, if they have state license and state approval that's a pretty big thing they've already had to do. We shouldn't be sitting here bringing little things onto them to show us why they have, how much staff they have, that was one of the things taken out as well. The other thing was, in the regular commercial districts side walks are required and there were a few requirements on that, then once you got into commercial complex's it gave more details on the sidewalks but they were kind of mirroring each other a little bit. They brought that complex up, put it on all commercial properties, what that does it put sidewalks on along all right of ways and clarifies how that's to be done and what sidewalks are required there. Again, taking a little bit from here and little bit here and putting them together what we have so there's not as much jumping back and forth trying to figure out which reg means what. Sullivan stated they did bring out a couple of the commercial districts that we aren't using currently, we are removing two of those and they are left blank, that's because we have taken out those districts completely, if that's their will. Jenkins asked for clarity, is this the one for commercial districts. Sullivan stated yes, sorry he thought he said that. Jenkins made a positive recommendation to The Board of Commissioners. Power Seconded. Vote was taken. All were in favor.

4. Recommendation to BOC for PC 2019-09, A Resolution to Adopt Revisions to the Zoning Ordinance for the City of Fairview, Tennessee.

Sullivan stated 2019-09 is in reference to the grading permits, which is Section 17, subsection 102.2, again clarifying some wording that's there as well as adding a couple of regulations, clearing up what's required, when it's required, and how to get that application and permit processed for any grading that's to be done. A lot

of that does match up with the State requirements as well, as far as when certain permits are required. Sullivan ask Blackburn does he have anything to add. Blackburn stated like Micah said its kind of cleaning up what we're are already using permits for and putting everything in line for the procedure, so putting the codes behind the procedure that we are already following but having something to go back on that will help us stream line our process. This is also built into our new electronic system, so when we issue permits for grading that will all be coordinated together. Jenkins made a positive recommendation to The Board of Commissioners. Hayley Seconded. Vote was taken. All were in favor.

5. Recommendation to BOC for PC 2019-10, A Resolution to Adopt Revisions to the Zoning Ordinance for the City of Fairview, Tennessee.

Sullivan stated this one 2019-10 is in reference to maintenance bonds, again clearing up what we have been doing, just getting the wording behind it, little bit more bite to it, little bit more substance. Some of the things we have been requiring are things but this gives some direction to the what's and how's for the bond process as well as the inspection process. So that everything on the City side as well as the developer's side and clear and hopefully takes out fewer questions on what we require and why. Jenkins made a positive recommendation to The Board of Commissioners. Cali Seconded. Vote was taken. All were in favor.

## **OLD BUSINESS**

### **Reports for Discussion and Information**

- City Planning Staff – Sullivan stated he appreciated everyone being here tonight again we are heading in the right direction he thinks, he hopes. Everyday were working and feel like when we leave were a little bit further along than we got here that morning. If you see something that we send out and you feel like you're not sure about this or why, talk to use. He's talked to several of them in the last little bit saying when you get these papers read over them, somewhat grammatical because he doesn't like grammatical errors in regs that are going to be here forever. But also, just the who, what, when, where, why, mainly the why, he thinks that's a very important question. So, anyone that has questions on any of these please shoot him an email, give him a call, if they see him out let's talk about it. He does appreciate them for going through these, know it's not fun but he does believe we are in the right direction. Also, a huge thanks to Kevin for working with him and Scott as them as well for getting these things rolling in a direction that he hopes is the right one. Also, Merry Christmas, it's been a big year, long year, we've gotten a lot done if they think back to January 2019. They have had 12 meetings and he would say we've made some major progress, thanks them all. Have a wonderful Christmas and Good New Year, see them in January.
- City Manager – Not present
- City Engineer – Nothing

- City Attorney – Been a very productive year, Merry Christmas

#### **COMMUNICATION FROM THE PLANNING COMMISSION MEMBERS**

Burks – Not present

Schulist – Nothing

Anderson – Anderson just curious there was some mention about training/continuing education in October or November 2020 does he have anything set aside on his calendar. Sullivan stated nothing is planned right now they were just recently discussing that what's going to be needed, he knows that some of the regs, doesn't have anything planned but he hopes to get some good plans and options for everyone. Anderson stated this last year has been great compared to the year before which was confusing, thinks the City of Fairview is blessed with staff right now and wants to thanks them and wish everyone a Merry Christmas.

Power- Nothing

Cali – Merry Christmas and Happy New Year

Qualls – Merry Christmas

Blade- Nothing

Jenkins –Jenkins asked could someone shed some light on the City Managers situation, heard Scott was stepping down as City Manager. Potter stated he his last day is January 30<sup>th</sup> but The Board of Commissioners has approved an interim agreement for him to work through March, is that correct Mayor. Mayor Blade stated yes. Potter stated he will be working on a contract bases for the City because we will need someone that can handle day to day personnel issues, check signing, nuts and bolts type of things. The position is posted thinks the deadline is in January, some applications has come in then there will be an interview process. Mayor Blade state the deadline for the applications is the 17th of December and at that time those will go to the citizens committee to be vetted and evaluated and sent to The Board of Commissioners. Jenkins stated Merry Christmas

Butler – Merry Christmas, the Christmas parade is Saturday at 4:30p.m. make sure to attend, may be snowy.

**ADJOURNMENT** – Butler stated he will entertain a motion to adjourn. Jenkins made a motion for adjournment. Butler stated so moved. Meeting adjourned at 7:27p.m.

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Chairperson

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Secretary