



City of Munford, Tennessee
1397 Munford Avenue
Munford, TN 38058
City Hall (901) 837-0171
www.munford.com
Dwayne Cole, Mayor

Munford Municipal-Regional Planning Commission
March 13, 2018

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, March 13, 2018 at 6:30 P.M. in the Munford Municipal building located at 70 College Street with the following:

PRESENT: Chairman Roy Meadors, Vice-Chairman Rick Wilson, Jerry Trobaugh, David Keeton, Mayor Dwayne Cole, Secretary Sue Arthur, and Vernon Pairmore.

ABSENT: None

ALSO PRESENT: Pat Harcourt, Rich Ali, Steve Brigance, Henry Porter, Wayne Boulter, David Gantt, Troy Marbry, Lance Lamier, Planner Will Radford, Code Enforcement/Building Inspector Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:40 PM. There was a quorum present.

I. APPROVAL OF MINUTES

There was a motion by Vernon Pairmore, seconded by Sue Arthur to approve the minutes from February 13, 2018 as distributed. Motion carried.

II. OLD BUSINESS

A. Munford Municipal Zoning Ordinance – Re-adoption

Staff will present the updated version of the Munford Municipal Zoning Ordinance to the Planning Commission. This version is being considered for re-adoption and will serve as the updated Munford Municipal Zoning Ordinance once adopted by the Board of Mayor and Aldermen.

At the February 13, 2018 Planning Commission meeting, staff was asked to construct a new paragraph in the PRD and PVD sections of the Zoning Ordinance to more accurately reflect procedures for Bonds and Surety Instruments as reflected in the Munford Subdivision Regulations. The new language is below:

66.58 Bond Requirement for Improvements

The Planning Commission shall require that a performance bond be furnished and filed with the City of Munford for private and public improvements in coordination with the procedures set forth in Munford's Municipal Subdivision Regulations.

There was a motion by David Keeton, seconded by Jerry Trobaugh to send a positive recommendation, to the Board of Mayor and Alderman for the adoption of the Munford Municipal Zoning Ordinance. Motion carried, all present voting aye.

III. NEW BUSINESS

A. Walker Meadows PRD Preliminary Development Plan

Background

A Planned Residential Development (PRD) Preliminary Plan has been submitted on behalf of Charles Walker Residuary Trust and Munford Development Company for properties along Doctor Drive and McLaughlin Drive. The properties can be further identified as Parcels 2.00, 9.00 and 11.02 on Tipton County Tax Map 111 and Parcel 12.01 on Tipton County Tax Map 111B, Group A. The properties do not appear to be located in a federally identified flood hazard area according to FIRM # 47167C0310F, effective on 12/19/2006.

Analysis

A preliminary plan was approved by the Planning Commission in March, 2017. The developers have since asked for and received a change in the underlying residential zoning and are amending their plans to reflect the new design.

Staff has asked that the entrance point, driving aisles, and turning radius' be reviewed by the Fire Department to ensure that adequate emergency management access can be achieved at this site.

The area is an established PRD overlay and the zoning regulations, as shown on the preliminary development plan, will be the regulations for this area once the preliminary development plan is approved by the Board of Mayor and Aldermen.

Construction plans are to be required and submitted to the City Engineer after Preliminary Development Plan approval and must be approved prior to final development approval.

Recommendation

Staff recommends the Planning Commission send a positive recommendation on the Preliminary Development Plan to the Board of Mayor and Aldermen.

There was a motion by David Keeton, seconded by Sue Arthur to send a positive recommendation to the Board of Mayor and Aldermen for the Walker Meadows PRE Preliminary Development Plan. Motion carried, all present voting aye.

B. Walker Meadows PRD – Construction Plans

Background

A Planned Residential Development (PRD) Construction Plan has been submitted on behalf of Charles Walker Residuary Trust and Munford Development Company for properties along Doctor Drive and McLaughlin Drive. The properties can be further identified as Parcels 2.00, 9.00 and 11.02 on Tipton County Tax Map 111 and Parcel 12.01 on Tipton County Tax Map 111B, Group A. The properties do not appear to be located in a federally identified flood hazard area according to FIRM # 47167C0310F, effective on 12/19/2006.

Analysis

The Construction plans have been received by the City Engineer and are in the process of waiting for City Engineer approval.

Approval of construction plans does not constitute approval of a final plat. A final plat is still to be submitted and approved at a later date.

After installation of improvements, staff recommends the City Engineer inspect the installed improvements to determine the bonding amount that is necessary to cover any uninstalled infrastructure (final wearing surface) and an appropriate warranty period.

City Staff has requested a development contract be entered into with the development and the City prior to final plat approval.

Recommendation

Staff recommends approval of the construction plat subject to approval by the City Engineer.

There was a motion by Jerry Trobaugh, seconded by Rick Wilson to approve the Walker Meadows PRD – Construction Plans contingent upon written approval from King Engineering that he approves the submitted Construction Plat. Motion carried, all present voting aye.

C. Village of Green Meadows – Phase V – Construction Plat

Background

A construction plat has been submitted on behalf of Green Meadows Development Corporation to create 71 lots and 3 common open space areas. The properties are located near Watson Road and Green Meadows Boulevard (Proposed extension). The property can be further identified as Parcel number 1.00 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential) with a PVD (Planned Village Development) overlay in the Munford Municipal Zoning District. A portion of the property appears to be situated in a Zone AE flood hazard area with no floodway designation according to Tipton County FIRM panel #47167C0315G, effective on 05/04/2009.

Analysis

The Construction plans have been received by the City Engineer and are in the process of waiting for City Engineer approval.

At this time, this area is in the application process for a Letter of Map Amendment that is expected to establish as regulatory floodway in the area. This application is currently being reviewed by the Federal Emergency Management Agency and the results are not available at this time. Approval of these plans must be contingent on the floodway study being completed and final approval should not take place prior to its completion.

The maintenance of the Common Open Space Area needs to be clearly articulated in the notes on the final plat.

After installation of improvements, staff recommends the City Engineer inspect the installed improvements to determine the bonding amount that is necessary to cover any uninstalled infrastructure (final wearing surface) and an appropriate warranty period.

City Staff has requested a development contract be entered into with the development and the City prior to final plat approval.

Recommendation

Staff recommends approval of the construction plat upon City Engineer approval and contingent upon the regulatory floodway being established by FEMA.

There was a motion by Sue Arthur, seconded by Vernon Paimore to approve the Village of Green Meadows – Phase V- Construction Plat as presented. Motion carried, all present voting aye.

D. Charles and Maple Hill Minor Subdivision

Background

A minor subdivision plat has been submitted on behalf of Troy Marbry to create 4 lots with a portion of the parent tract to be joined with the adjacent Belk/Tate/Hanks/Tate Property. The area is approximately 4.65 acres. The properties can be further identified as Parcels 80.00 and 80.01 on Tipton County Tax Map 111. The property is zoned R-1(Low Density Residential) District. The property does not appear to be located in a federally identified flood hazard area 47167C0310F, effective on 12/19/2006.

Analysis

Charles Avenue and Maple Hill Road are both designated as collector streets. The plat is dedicating the required amount of right of way.

The developer is asking for a waiver of the preliminary plat requirement since no utilities or improvements are required for the subdivision. The plat is defined as a minor subdivision.

The area to be quitclaimed to the Belk/Tate/Hanks/Tate Property requires that they sign the plat as property owners.

Recommendation

Staff recommends approval of the plat pending a waiver of the preliminary plat requirement and the additional owner certificate added.

There was a motion by Jerry Trobaugh, seconded by David Keeton to approve the Charles and Maple Hill Minor Subdivision plat as presented. Motion carried, all present voting aye.

E. Campground Acres Minor Subdivision – Resubdivision of Lots 9 and 10.

Background

A minor subdivision plat has been submitted on behalf of Gantt David Revocable Trust to combine two parcels into one 4.01 (approximate) acre tract. The properties are located near 4776 Campground Road. The properties can be further identified as Parcels 9.00 and 10.00 on Tipton County Tax Map 95N, Group A. The properties are zoned FAR (Forestry, Agriculture, Residential) District in Munford's Planning Region. The property does not appear to be located in a federally identified flood hazard area according to FIRM #47167C0305F, effective on 12/19/2006.

Analysis

Campground Road is a collector street according to the Munford Regional Major Road Plan and has the adequate amount of right of way dedicated. No additional dedication is required.

The lots appear to be two vacant lots. Staff seeks assurances that septic services can be made available for the new lot.

The plat has the necessary certificates for approval.

Recommendation

Staff recommends approval of the plat upon verification of septic availability.

There was a motion by Rick Wilson, seconded by Sue Arthur to approve the Campground Acres Minor Subdivision – Resubdivision of Lot 9 and Lot 10 as presented creating one Lot that will be numbered as Lot 9. Motion carried, all present voting aye.

F. Resolution to adopt new final certificate language

The following language is presented to the Planning Commission for consideration of adoption by Resolution. The new language in the final certificates is underlined and is made at the request of the City Engineer:

CERTIFICATE OF THE APPROVAL OF STREETS AND UTILITIES

I hereby certify: (1) that the streets, utilities and drainage facilities have been installed in an acceptable manner **that conforms substantially** to the cities specifications, or (2) that a surety instrument has been provided to the Planning Commission which would assure completion of all required improvements for this subdivision, in case of default.

_____, 20 _____
Date

City Engineer or
Public Works Director

CERTIFICATE OF APPROVAL OF WATER, SEWER AND DRAINAGE SYSTEMS PLANS

I, _____ (printed name of signer) _____, do hereby certify that I have reviewed the water, sewer and drainage systems plans for this subdivision and certify that they **conform substantially with** the requirements of the Subdivision Regulations and Technical Specifications of the City of Munford and are hereby approved.

_____, 20 _____
Date

City Engineer

There was a motion by Mayor Cole, seconded by David Keeton contingent upon the words Regional being changed to Municipal, all present voting aye.

IV. OTHER BUSINESS

Public Hearing

There was a public hearing concerning the adoption of a resolution amending the certificates in the Munford Municipal Subdivision Regulation. The Public Hearing was advertised in the Covington Leader on February 8, 2018. The Public Hearing was opened by Chairman Roy Meadors.

No one was present to speak for or against.

V. REPORTS

Mayoral Comments and Issues

Mayor Dwayne Cole made a few brief comments:

- The sidewalk project should begin this week and it should take approximately 90 days to complete.
- There is a liquor store petition that is being circulated.
- There was a downtown improvement meeting held in February with around 30 people attending.

Building Inspector – Permitting and Enforcement Report

There was a motion by David Keeton, seconded by Jerry Trobaugh to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.

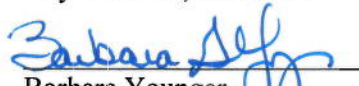
There being no further business, the meeting was adjourned at 7:30 PM.



Roy Meadors, Chairman



Sue Arthur, Secretary



Barbara Younger,
Recording Secretary