



City of Munford, Tennessee
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Dwayne Cole, Mayor

Munford Municipal-Regional Planning Commission
February 9, 2021

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, February 9, 2021 at 6:30 P.M. via an open Zoom meeting. With the following:

PRESENT: Chairman Roy Meadors, Vice-Chairman Rick Wilson, Secretary Sue Arthur, John Moren, Mayor Dwayne Cole, David Keeton and Vernon Paimore.

ABSENT: None

ALSO, PRESENT: Janice Bomar, Janet Stevens, Richard Stevens, Planner Will Radford, Code Enforcement /Building Inspector Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:30 PM by Chairman Roy Meadors. There was a quorum present.

I. APPROVAL OF MINUTES – from January 12, 2021

There was a motion by David Keeton, seconded by Vernon Paimore to approve the minutes from January 12, 2021 as amended, all present voting aye. Motion carried.

II. OLD BUSINESS - None

III. NEW BUSINESS

A. Willis Estate Minor Subdivision

Background

A minor subdivision plat has been submitted on behalf of Sherry Willis, James M. Willis Jr., Alice Willis, and Janet and Richard Stevens to create 4 lots including one access easement. The property is located on Tipton Road. The property can be further identified as Parcels number 4.00, 4.01, 3.01, and 3.02 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential). The property does not appear to be located in a federally identified flood hazard area.

Analysis

The purpose of the plat is to subdivide a 13.33 acre (Parcel 4.00) into four lots and resubdividing portions of it by combining the parent tract among Parcels 3.01, and 4.01.

A 50 foot access easement is being dedicated on Parcel 3.01 to provide access to Lot 2 of this subdivision.

The lots meet the requirements of the R-1 district.

The plat is showing the necessary certificated for approval.

The survey is showing an existing 40 feet right of way from the Centerline of Tipton Road. No further right of way dedication is required as part of this subdivision.

Recommendation

Staff Recommends approval of the plat.

There was a motion by Rick Wilson, seconded by John Moren to approve the Willis Estate Minor Subdivision as presented. Motion carried, all present voting aye.

Due to the zoom meeting setting each Planning Commission Member had to vote by roll call.

Roll Call Vote

Alderman Sue Arthur	Yes
Mayor Dwayne Cole	Yes
David Keeton	Yes
Roy Meadors	Yes
John Moren	Yes
Vernon Pairmore	Yes
Rick Wilson	Yes

B. Discussion of Underground Electric Requirement for New Subdivisions

Staff has been asked to present Underground Electric requirements for new subdivisions to the Planning Commission. Staff is proposing the following language for Planning Commission review:

Underground electric service is required by the City. With the exception of existing street facing infill development, and they must be approved by the city on a case by case basis. Consulting with the Southwest Tennessee Electric Membership Corporation for specific design standards.

Staff has been asked to propose a definition for “infill development”:

“Infill Development” means any case where lots are being divided in an established subdivision or where electric is already installed.

The following would be changed to Section II Fixed Improvements of the currently used Munford Development Contracts”

2. POWER

- a. DEVELOPER shall enter into a contract with the SOUTHWEST TENNESSEE ELECTRIC MEMBERSHIP COOPERATIVE (“STEMS”) for electrical power service to each lot within the Subdivision. City is not responsible for electricity.
- b. DEVELOPER is responsible for the cost of the electrical distribution system. If the system is overhead, streetlights are required every 300 feet. If the system is underground, DEVELOPER shall be responsible for any charges STEMC requires for special poles and lights. STEMC shall maintain lights and poles.

The Planning Commission would like to move forward to change the Electrical Requirements for new Subdivisions to Underground Electric. Staff will prepare regulations for approval at the March Planning Commission meeting.

C. Discussion of Administrative Approval of Minor Subdivision Plats

Staff is presenting language to be added to the Municipal and Regional Subdivision Regulations that would allow for administrative approval of minor subdivision plats of two lots.

4. Whenever subdivision meets the criteria described below, the Secretary of the Munford Municipal-Regional Planning Commission may approve a subdivided plat without the approval of the Planning Commission.

- a. The divided tract involves no more than two (2) lots;
- b. The planning staff of the planning commission certifies that the subdivision meets all the regulations adopted by the planning commission, and ;
- c. No request for variance from the adopted regulations of the planning commission has been made.
- d. Re-subdivision involving no more than 2 (two) lots or establishing new or additional utility easements.

The Planning Commission would like to move forward to add the Administrative Approval of Minor Subdivision Plats of two lots. Staff will prepare regulations for approval at the March Planning Commission meeting.

IV. OTHER BUSINESS – None

V. REPORTS

Mavoral Comments and Issues

- The City Staff is preparing for the possibility of an ice storm on Thursday. Department Heads have met by zoom review our Emergency Plan and discuss our readiness.
- The City met with Dr. Combs regarding the traffic situation at the MES and Park Street. This discussion was very positive and cooperative. We will be meeting again on Friday, weather permitting.
- The City also discussed the road on the north side of MMS with Dr. Combs and he was receptive and will work on getting this on the project list.

Building Inspector – Permitting and Enforcement Report

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

Due to the zoom meeting setting each Planning Commission Member had to vote by roll call.

Roll Call Vote

Alderman Sue Arthur Yes

Mayor Dwayne Cole	Yes
David Keeton	Yes
Roy Meadors	Yes
John Moren	Yes
Vernon Pairmore	Yes
Rick Wilson	Yes

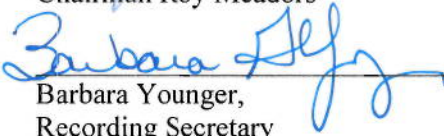
There being no further business, the meeting was adjourned at 7:21 PM.



Chairman Roy Meadors



Sue Arthur, Secretary



Barbara Younger,
Recording Secretary