



City of Munford
Planning Commission
February 9, 2021
Munford Municipal Building

AGENDA

City of Munford Planning Commission – Regular Monthly Meeting
Tuesday, February 9, 2021 6:30 p.m.
Municipal Building, 70 College Street, Munford, Tennessee

- I. **CALL TO ORDER & ESTABLISHMENT OF QUORUM**

- II. **APPROVAL OF MINUTES** - January 12, 2021 –

- III. **OLD BUSINESS**

- IV. **NEW BUSINESS**
 - A. **Willis Estate Minor Subdivision**

 - B. **Discussion of Underground Electric Requirement for New Subdivisions**

 - C. **Discussion of Administrative Approval of Minor Subdivision Plats**

- V. **OTHER BUSINESS**

- VI. **REPORTS**
 - A. Mayoral comments and issues
 - B. Building Inspector – Permitting and Enforcement Report
 - C. Report on Outstanding Bonds (Letters of Credit)

Adjourn –



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P.O. BOX 112 | Huntingdon, TN 38344 | 731.234.7798 | RadfordPlanning@gmail.com

MEMORANDUM

TO: The Munford Municipal-Regional Planning Commission
FROM: Will Radford, AICP
DATE: February 3, 2021
SUBJECT: Staff Recommendations for the February meeting of the Municipal-Regional Planning Commission.

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 certificates 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.

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. Consult 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 (“STEMC”) 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.

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.