



City of Munford, Tennessee
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Dwayne Cole, Mayor

Munford Municipal-Regional Planning Commission
August 9, 2022

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, August 9, 2022, at 6:30 p.m. with the following:

PRESENT: Chairman Roy Meadors, Vice-Chairman David Keeton, Mayor Dwayne Cole, John Moren and Vernon Paimore.

ABSENT- Secretary Sue Arthur

ALSO, PRESENT- Sonny Pittman, Johnny Wilkins, Tony Gutowski, Janice Bomar, Dee Buford, Twila Buford, Bea Coleman, Greg Campbell, Planner Will Radford, Building Inspector/Code Enforcement Officer Glenn Stringfellow, and Recording Secretary Barbara Younger.

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

I. Public Hearing for Cluster Box Units subdivision regulations amendment. Opened at 6:33 p.m.

No one present to speak for or against the Cluster Box Units subdivision regulations amendment.

Public hearing closed at 6:34 p.m.

II. **APPROVAL OF MINUTES – July 12, 2022**

There was a motion by Vernon Paimore, seconded by David Keeton to approve the minutes from July 12, 2022 as presented. Motion carried all present voting aye

III. **OLD BUSINESS –**

A. **Parker Minor Subdivision Plat**

Background

A minor subdivision plat has been submitted for Parker Properties South to create two commercial lots. The property is located near the intersection of Munford Avenue and Highway 51 in Munford, TN. The property can be further identified as Parcel 12.06 on Tipton County Tax Map 111. The property is zoned P-B (Planned Business) District in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to FIRM #4717C0310F, effective on 12/19/2006.

Analysis

The purpose of the subdivision plat is to create a new 1.21-acre tract and a 6.29-acre tract from a 32.37 acre parent tract.

The lot has more than 80 feet of right of way when taking the entirety of Highway 51 into account. Staff seeks coordination with the Tennessee Department of Transportation (TDOT) to ensure the right of way is sufficient.

The Planning Commission has the authority to require sidewalks when deemed necessary to public safety according to the Munford Municipal Subdivision Regulations:

G. Curbs, Gutters, Sidewalks and Handicap Ramps

The developer shall install, at their expense, sidewalks, curbs and gutters, curb cuts and driveway aprons and handicap ramps within the subdivision and within the right of way of all existing streets bordering the subdivision, under conditions specified herein.

Sidewalks shall be required to be installed by the developer on either or both sides of the street within the right of way of all new streets and may be required along any street if so desired by the Planning Commission when the Planning Commission deems it necessary for Public Safety.

This section of the regulations shall apply to all residential, commercial and industrial developments within the City of Munford.

Recommendation

Staff recommends approval of the plat.

There was a motion by David Keeton, seconded by John Moren to approve the Parker Minor Subdivision Plat as presented. Motion carried with all members voting aye.

IV. NEW BUSINESS

A. Wilkins Storage – Mini Storage Site Plan

Background

A site plan has been submitted on behalf of John Wilkins and Wilkins Storage to build a new mini-storage facility. The entire project consists of 12 buildings and 275 units. The property is located at 16259 Highway 51 South (South of Simmons Road Intersection). The property can be further identified as Parcel 49.00 on Tipton County Tax Map 044. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The site plan is showing 14 parking spaces to meet the following requirement in the Munford Municipal Zoning Ordinance:

Self Storage / Mini Storage 3 spaces plus 1 space for each 100 units

The City Engineer has reviewed the site plan in regard to grading and drainage to ensure no additional runoff occurs onto adjacent properties or the TDOT right of way.

The driving lanes and turning radiuses should be reviewed by the Munford Fire Department to determine adequate space for fire protection and maneuvering of public safety vehicles.

The building appears to meet all of the setback and lot requirements of the P-B zoning District.

Recommendation

Staff recommends approval of the Site Plan provided all above-mentioned issues are adequately addressed.

There was a motion by David Keeton, seconded by John Moren to approve the Wilkins Storge – Mini Storage Site Plan as presented. Motion carried, all present voting aye.

B. Resolution amending the Municipal Subdivision Regulations for Cluster Box Units

Background/Analysis

Staff will present a Resolution that will amend the Municipal Subdivision Regulations by adding Cluster Mailbox Regulations for review by the Planning Commission.

Recommendation

Staff recommends adoption of the Resolution

There was a motion by David Keeton, seconded by Vernon Pairmore to approve the Resolution amending the Municipal Subdivision Regulations for Cluster Box Units. Motion carried, all present voting aye.

C. Resolution amending the Regional Subdivision Regulations for Cluster Box Units

Background/Analysis

Staff will present a Resolution that will amend the Regional Subdivision Regulations by adding Cluster Mail Box Regulations for review by the Planning Commission.

Recommendation

Staff recommends adoption of the Resolution.

There was a motion by Vernon Pairmore, seconded by John Moren to approve the Resolution amending the Regional Subdivision Regulations for Cluster Box Units. Motion carried, all present voting aye.

D. By-Laws Amendment – Authorize Designee for Plat Signatures in the event of the Secretary’s absence

Background/Analysis

Staff is proposing amending the Munford Municipal Regional Planning Commission By-laws by adding the following wording. Added language is highlighted below:

Section 4 The Secretary shall keep the minutes and records of the Planning Commission, verify Planning Commission approval of subdivision plats and other documents acted upon by the Planning Commission, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by the secretary or requested by the Chair. **In the event that the Secretary is temporarily unavailable to perform any of the required functions of the position, the Chairman is authorized to either act in the Secretary's capacity or to designate another Planning Commission member to do the same.**

There was a motion by Mayor Dwayne Cole, seconded by David Keeton to adopt the By-Laws Amendment authorizing a designee for Plat signatures in the event of the Secretary's absence. Motion carried all present voting aye.

V. **REPORTS**

Mayor Comments:

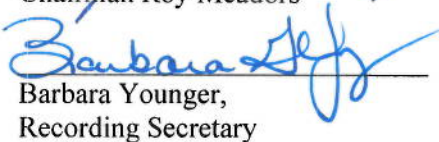
- Ortho Express is planning to open in October.
- The Board of Mayor and Aldermen approved the purchase of the old drive-thru at the old 1st Citizens Bank, where the city will develop the Veterans Plaza with a grant that has been awarded to the city.
- MTAS Street Survey has given the city a plan to work on for street improvement. The city will be paving roads, with the greatest need, as soon as possible.

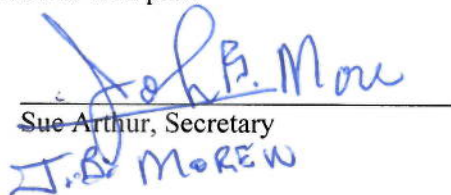
Building Inspector – Permitting and Enforcement Report

There was a motion by Vernon Paimore, seconded by John Moren 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 7:12 pm..


Chairman Roy Meadors


Barbara Younger,
Recording Secretary


Sue Arthur, Secretary
J.B. MOREN